



Position Description

Title: Worker – Respite		
FLSA Class: Non-Exempt	EEO Category: Service Worker	WC Class: 8861
Job Title #201002	Salary Grade:	Purchase authority:
Date Approved: December 16, 2016		
Revision Date: November 24, 2020		
Revision: Update Education Requirements	Licensure: N/A	

Purpose of Position

The Respite Worker provides for the emotional, physical and recreational care of children ages 3 – 19 years with a diagnosed developmental disability (i.e. Autism Spectrum, Intellectual Disabilities, etc.) in the home and community settings; documents the day-to-day functioning of the child; provides support based on identified goals of child, teaches and reinforces daily living and relationship skills. This position works directly with the Respite Coordinator and Respite Case Manager to provide services to qualifying children. External contacts include parents/guardians, support staff, and referral agency workers for information transfer and coordination of services to provide the best level of care possible. This hourly, non-exempt position reports to Respite Coordinator.

Major Duties (*Essential Element)

- Plans and implements goal-based activities for the children supervised
- Completes paperwork, including individual support plans, individual progress notes, and time sheets
- Performs case management duties including contacts with internal and external workers and family and coordination of services
- Provides supplemental support to the Residential department, as needed
- Participates in various agency meetings and trainings as requested
- Participates in additional responsibilities as requested for the benefit of Great Circle
- Travels to client homes to provide in-home respite care
- All other duties as assigned

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- High School diploma or equivalent

Preferred Education and Experience

- Bachelor's degree in human services field
- Experience working with children and families in a trauma informed environment

Qualifications

- Possesses a current, valid MO Class E driver's license and meets the Great Circle requirements for driver's insurance
- Strong customer service focus and excellent interpersonal skills
- Self-awareness, patience and the ability to work independently
- Proficient in Word, Excel and email applications
- Willingness to travel
- Knowledge of developmental disabilities (i.e. autism spectrum, intellectual disabilities, Attention-Deficit/Hyperactivity Disorder, mood disorders, etc.)
- Knowledge of physical/sexual abuse issues, child development and behavior management techniques

Working Conditions

Home or community environment, working conditions generally favorable

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____