

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number: _____ **Worker Name:** _____
F.T.E. Part Time **Credentials:** High School Diploma or equivalency
Division: Behavioral Healthcare **FSLA Exempt Status:** Yes No
Position Series/Service Area: Client Care **Working Title:** Respite Worker
Position Category: Respite Care **Effective Date:** _____
Job Description Effective Date: 01/01/2019

Administrative Supervisor: _____ **Date:** _____

Clinical Supervisor: _____ **Date:** _____

Worker Signature: _____ **Date:** _____

BASIC FUNTION OF POSITION

To function as a provider of respite in order to assist individuals and their families with needed support to maintain themselves on their children in the least restrictive level of care in the community. To function as a behavioral aid in order to promote, model and support behavior management strategies with individuals and their families.

SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB

1. Provide monitoring supervision to ensure health and safety.
2. Applying behavior management strategies, when necessary.
3. Engagement in positive social-recreational activities.
4. Implementation of recommended non-behavioral therapeutic interventions under the direction of a professional (occupational therapy, physical therapy, speech therapy, etc.), as needed.
5. Assist with activities of daily living.
6. Assist with engaging the client in self-direction along with self advocacy activities and processes.
7. Engage in community access activities in order to connect to additional services, when necessary.

Support to Alta:

1. Attend and participate in regularly scheduled meetings and other supervision activities.
2. Attend routine, periodic, and other Departmental/Alta staff meetings as assigned and/or notified.
3. Be able to participate in training regarding mental health processes, advocacy and be trauma informed.
4. Assist in collecting and compilation of objective data so as to accurately assess success of services as they relate to service outcome goals.

Time Accounting:

1. Maintain and file on a timely basis accurate time accounting as required by the Alta management information system, to account for employee's activities.

File Management:

1. Maintain accurate and detailed file records as required by Alta policies as they apply to the documentation of services.

WORK RELATIONS/CHARACTERISTICS

1. Ability to support and manage individuals with disabilities.
2. Have an ability to engage individuals and families in a positive manner.
3. Must be at least 18 years old.
4. Prompt completeness of assigned tasks.
5. Thoroughness in task completion.
6. Initiative in carrying out of job responsibilities.
7. Loyalty to organization's interests.
8. Sense of ethics.
9. Maintain a positive work attitude.

WORKING CONDITIONS

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
2. Ability to write legibly and operate phone equipment, with reasonable accommodation, if necessary.
3. Reliable transportation for self as primary work environment is throughout the community.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Willing and able to meet with someone in their home.
5. Provide transportation to and from a client's home as well as to and from an outing or event.
6. Citizen of the United States.
7. Absence of past criminal activity which would bring into question Alta professional and personal integrity as it applies to position responsibilities and absence of any exclusionary offenses as defined by the Ohio Department of Mental Health and Addiction Services for Peer Support Specialists.
8. Ability to perform job responsibilities at sites/locations and at times based on needs of the client.
9. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.

Other:

1. Must be able to pass BCI/FBI background check from the Ohio Attorney General's office.
2. If providing a Home and Community Based Waiver Service (HCBS), must not be listed on the following exclusion lists:
 - a. OIG (Office of Inspector General),
 - b. SAM (System for Award Management),
 - c. The Sex Offender Registry,
 - d. Inmate Registry at the Department of Rehabilitation and Corrections,
 - e. Ohio Department of Developmental Disabilities abuser registry,
 - f. the Nurse Aid Registry at the Department of Health
3. If providing a Home and Community Based Waiver Service (HCBS), must be willing to resubmit and pass BCI/FBI background check from the Ohio Attorney General's office every 5 years along with being enrolled in the RAPBACK system.

REQUIRED EDUCATION/EXPERIENCE

1. High School Diploma or equivalency.

PREFERRED QUALIFICATIONS

1. Preference will be given to candidates with previous experience working with children and families in a mentoring capacity, trusted members of the community and/or have an exceptional understanding of the local community.