**Job Title:** Respite Care Provider
**Status:** Part Time
**Supervisor:** Director HBS/ RN, QP
**Classification:** Non-Exempt
**Department/Division:** Home Based Services
**Date Revised:** 5/1/2019

**POSITION SUMMARY**

Under the direction of the Director of HBS/ RN, QP this position’s primary duty is the safety of the individual. In addition to safety, the provider will assist the individual in daily activities as noted in the Plan of Care.

**ESSENTIAL RESPONSIBILITIES**

1. Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures.
2. Maintain confidentiality of all information pertaining to clients, families and employees.
3. Maintain positive working relationships with clients, client families, ACTG staff, community providers and referral sources.
4. Maintain a professional appearance at all times.
5. Timely and accurate completion of Service Verification form (OMR)/ Telephony Dial-N-Document System.

- Assure adequate supervision and assistance of individual receiving services at all times, i.e.: personal hygiene and other assisted daily living skills as needed.
- Follow established safety precautions in the performance of all duties.
- Wash hands before and after performing any service for the client.
- Assure nutritious meals are available to the individual.
- Assure medications are available and taken as prescribed when necessary, only as the RN/QP has determined. Otherwise, the provider administers no medication.
- Assist the individual with scheduling, arranging or providing accessible services.
- Keep progress notes that reflect the goals and objectives.
- Adhere to all policies and procedures of ACTG Waivered Services.
- Provide required documentation in a timely manner, i.e.: timesheets, care provider reports.
- Maintain a good working relationship with family of individual for which you are providing services, and with the program manager.
- Work only hours as scheduled and notify your supervisor of any necessary changes.
- Be available for supervision follow up via-in person or by phone
- Is able to work in Participant home, in the community and with a variety of families within a variety of time frames
- Is able to work with children, youth and adults with physical and intellectual challenges (both in challenging and non-challenging situations)

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

**Education and Experience**

1. Must be 18 years of age or older.
2. Must have a High School Diploma or equivalent.
3. Must have a Certificate of Training for Vulnerable Adult from the Department of Human Services.
5. Ability to Pass a DHS Criminal History Background and Fingerprint check.
6. Previous experience working with the elderly or disabled.
7. Communication skills in areas with persons who are hard of hearing, have dementia, or other special needs.
8. Basic knowledge in understanding the aging and disease process, elderly abuse prevention, including reporting requirements.

**Reasoning Ability**

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks.
3. Able to and provide covered Companion Assistant services according to the client’s care plan, respond appropriately to client’s needs and report changes in the client’s condition to the licensed supervising Case Manager.
4. Strong organizational and problem solving skills.
5. Must have access to a working telephone for regular communication with Case Manager, responsible party and Director of HBS.
6. Must contact ACTG if address, email or phone number changes.

**Physical and Environmental Demands**

1. Occasional use of hands, wrists and fingers and lifting or moving up to 75 lbs. may be required.
2. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
3. This position requires spending a majority of the workday standing and walking, with occasional sitting.
4. Noise and/or level of distractions in the work environment is moderate.
5. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
6. Ability to operate a motorized vehicle and have reliable transportation along with proof of vehicle insurance.

I have read the above job description and fully understand the conditions of a Companion Care Assistant; I will perform these duties to the best of my knowledge and ability.

I acknowledge I have received a copy of this job description

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Employee Signature                          Date