



Position Description

Title: Respite Worker		
FLSA Class: Non-Exempt	EEO Category: Service Worker	WC Class: 9110
Job Title #: 201002	Salary Grade:	
Date Approved: 12/16/2016	Purchasing Approval Level: 0	
Revision Date:	Job Class: Autism	
Revision:	Grant Funded: No	

Purpose of Position

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.
- 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.

Working Conditions

Office or home working environment and computer work

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

Qualifications

- Strong customer service focus and excellent interpersonal skills
- Self-awareness, patience, and the ability to work independently are essential.
- Valid Class E driver's license and good driving record is needed as extensive travel within St. Louis is an essential function of this position.
- Proficient in Word, Excel and email applications
- Willingness to travel and possess a current, valid driver's license with good driving record to meet Great Circle requirements for insurance.
- Ability to respond appropriately to cultural differences that exist among Great Circle's diverse client base.
- The ability to move freely about the campus and within the community is necessary, as well as the ability to work hours other than 9:00 am to 5:00 pm Monday through Friday, i.e. some weekend and/or evening hours.
- Ability to work as part of a team and to maintain a positive, professional helping role.

Required Education and Experience

- Knowledge necessary to successfully fulfill this position's responsibilities include knowledge of developmental disabilities, such as autism spectrum and Intellectual disabilities, knowledge of ADHD, mood disorders (depression,

Bipolar, etc.), knowledge of physical/sexual abuse issues, child development, and behavior management techniques.

- Skills required include crisis intervention and decision-making in crisis situations.
- Demonstration of the conviction that people are able to change and that this attitude is fostered when a mutually respectful partnership exists between Great Circle personnel and the clients served.
- Work with volunteers

Preferred Experience

Bachelor's degree in human services field

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

Employee: _____ Date : _____