

Job Description

Care at Home 
Community Healthcare
300 Orchard City Dr., Suite 108
Campbell, CA 95008
Telephone: 408-379-3990

Respite Supervisor

Position Summary:

Under the supervision of the President, the Respite Care Supervisor is responsible for supervising staff, coordinating activities and serving as the point of contact for clients regarding the respite program.

Responsibilities include, but are not limited to:

- Assuming responsibility in coordinating care to respite clients by supervising respite care staff and coordinating care with respite client families and caseworkers.
- Interviewing, hiring, orienting and supervising respite care staff.
- Providing on-going feedback and evaluation to respite staff members.
- Working with staff members and clients to resolve issues that may arise regarding care.
- Coordinating care plans for new and existing clients.
- Conducting initial phone or in-person contact with new clients.
- Preparing initial paperwork and explaining respite services to the client's family.
- Conducting initial in-home client visits and writing a care plan based on client needs.
- Providing on-going support to the client's family and changing care plans as needed.
- Conducting supervisory visits with clients and caregivers to insure superior quality care is being given to clients.
- Providing direct care to clients and acting as a backup when a caregiver is unable to provide scheduled services.
- Working with management to develop processes, procedures, and documentation for the respite services department.
- Scheduling to make sure that clients and caregivers are fully staffed.
- Receiving and responding promptly to urgent messages in the evenings and on weekends regarding visit changes from families or respite care staff.
- Discharging respite care clients when needed.
- Performing other duties as assigned.

The qualifications for this position are as follows:

- Bachelor's degree preferred.
- One year of pediatric home healthcare experience preferred.
- Prior supervisory experience preferred.
- Valid driver's license and auto insurance with a satisfactory driving record for the past three (3) years.

- CPR certification and ability to meet health requirements as per company policy.
- Must be willing to submit to a background check.
- Excellent written and verbal communication skills
- Proficient in Windows/Microsoft Office.
- Highly accurate and detail oriented with strong organization skills.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 50 pounds. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to a standard office environment as well as outside weather conditions and various home environments that may be unpredictable. . The noise level is usually moderate.
- **Potential Occupational Exposure:**
Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan. In addition, the work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.

Reports to: Respite Director

Department: Respite

Status: Full-time, occasional evenings and weekends

Last Revision Date: 05/01/2012