

# Job Description

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

## Respite Caregiver

### Position Summary:

The Respite Caregiver is responsible for providing and teaching personal care assistance to children with special needs including personal hygiene, bathing, dressing, and nutrition to aid in the achievement of client self-reliance. In addition the respite caregiver gives the child's usual caregiver (a parent or guardian) a break from providing the care.

### Responsibilities include, but are not limited to:

- Accepting assignments and functioning under the supervision of the Respite Supervisor.
- Providing appropriate and safe personal care services such as personal hygiene and grooming, including bathing, restroom assistance and diaper changing.
- Offering transfer, walking assistance and aiding in the movement of the child from place to place within the home.
- Utilizing basic infection control, maintaining a clean, safe, and healthy environment. Recognizing and responding to emergency situations, utilizing knowledge of emergency procedures.
- Performing and teaching the child light housekeeping services such as cleaning the living areas utilized by the client, and linen changes as needed.
- Preparing meals as prescribed by the family and providing feeding assistance.
- Stimulating emotional, intellectual, and social growth of children by developing and directing activities tailored to the assigned child.
- Maintaining orderly, clean, and appealing environment. Insuring that all activities completed with the child are picked up and put away prior to the parents' return.
- Encouraging children's participation by providing interactive activities.
- Keeping parents informed by discussing the child's day and completing notes at the end of each shift which outline the child's progress and behavior.
- Encouraging development of children's self-control by utilizing modeling techniques.
- Encouraging consistency of service by maintaining communications with parents and office staff.

- Utilizing trained skills in working with the physical, emotional, and developmental needs of the client population served,
- Respecting the client's and family's privacy and property.
- Ensuring the confidentiality of client and agency information according to HIPAA Privacy Rules. Properly safeguarding and protecting the improper disclosure of health information that either identifies a client or can be reasonably used to ascertain the client's identity.
- Observing, reporting and documenting client status and the type of care provided by filling out and submitting respite care shift notes for each visit.
- Submitting visit notes to supervisor within six days of the visit.
- Notifying the Respite Supervisor of any significant change in the client's condition or body function.
- Working with the scheduler to maintain the client visit calendar on a monthly and continual basis.
- Participating in trainings, staff meetings and on going professional development classes offered through the company.
- Participating in a performance review process every 12 months.
- Assisting with other duties as assigned.

**The qualifications for this position are as follows:**

- High school diploma or equivalent.
- One year of experience caring for children preferred.
- Must possess a valid driver's license and auto insurance with a satisfactory driving record.
- CPR/First Aid (BCLS) certification and ability to meet health requirements as per company policy required.
- Must be willing to submit to a background check.

**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 80 pounds using assistive devices when appropriate. 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 outside weather conditions and various home environments that may be unpredictable. Work is primarily conducted in various home environments. 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 Supervisor

**Department:** Respite

**Status:** Full and Part-time, days, evenings and weekends

**Last Revision Date:** 10/22/2009