

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Respite Care Worker (with meds)

DEPARTMENT: Respite

TITLE OF POSITION: Respite Care Worker (with meds)

IMMEDIATE SUPERVISOR: Respite Staff Coordinator

NORMAL WORKING HOURS: As Assigned

FLSA: Hourly/Non-exempt

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED required; 2) Experience working with individuals with MR/DD preferred; 3) Ability to work independently; 4) Medication passing certificate or ability to successfully complete Medication Administration course required; 5) Acceptable driving record, current driver's license, proof of insurance, and ability to drive may be required; 6) Ability to react calmly in case of emergency; 7) Knowledge of Anne Grady Corporation policies regarding Respite preferred; 8) Knowledge of Respite regulations preferred; 9) Ability to flex hours as needed; 10) Ability to be a team player; 11) Ability to lift 50 pounds; 12) Ability to push, pull, bend, stoop, and stand for extended periods of time; 13) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 14) Ability to successfully complete CPR/First Aid course or current certification required.

POSITION RESPONSIBILITIES

1. Provides services for individuals as designated by their Individual Plan.
2. Monitors health/medical status; provides assistance in scheduling, coordinating, and attending medical appointments, treatments, and dispensing medications as assigned.
3. Works cooperatively with all other staff, promotes teamwork and maintains communication with other Respite staff and Supervisors on a continuous basis (including, but not limited to changes in physical condition, problems or changes in training programs, or other areas of concern).
4. Performs routine cleaning tasks for the purpose of infection control, safety, and overall appearance of the Respite homes and reports problems/needs to appropriate personnel.
5. Assists individuals with personal care, medical care, and financial matters.
6. Communicates, verbally and in writing medical, programming, and maintenance concerns/problems to the Respite Staff Coordinator and to the on-coming shift.
7. Documents daily activities of individuals.
8. Communicates with individuals, their family and friends in a friendly, polite, and dignified manner.
9. Maintains a positive attitude in the performance of all duties.
10. Attends meetings and trainings as scheduled.
11. Completes required medication administration training course and maintains certification. Completes and maintains individual specific medication training as necessary. Follows policies and procedures of administration of medications.
12. Ensures that individuals are free from abuse and neglect to the extent possible.
13. Exemplifies Corporation philosophy. Follows policies and procedures
14. Reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.

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15. Performs any other related duties that may be assigned.

List of positions supervised. If more than eight, list totals only.

Signature of Department Director **Date**

Signature of Employee **Date**