



**B3 Respite QP  
Job Description**

Position: Respite QP	Respite QP Name:
Supervisor Name:	Street Address, City, County
Director Name:	Other:

I. A. PURPOSE OF POSITION:

Respite services provide periodic support and relief to the primary caregiver(s) from the responsibility and stress of caring for children ages three (3) to twenty (21) with mental health, developmental disabilities or substance use/addiction service needs, and for adults 21 and over with developmental disabilities. Persons receiving this service must live in a non-licensed setting, with non-paid caregiver(s). This service enables the primary caregiver(s) to meet or participate in scheduled and unscheduled events and to have time away from caring for the member. Respite may include in and out-of-home services, activities in a variety of community locations, and may include overnight services. Respite services may be provided according to a variety of models. These may include weekend care, emergency care (family emergency based) or continuous care.

The primary caregiver is defined as the person principally responsible for the care and supervision of the MH/ID/DD/SA child or adult with developmental disabilities and must maintain his/her primary residence at the same address as the child or adult.

B. WORK SCHEDULE:

Work schedule will vary per assigned client/caregiver needs. Must be flexible.

C. PROGRAM REQUIREMENTS:

Respite services are delivered face-to-face with the MH/ID/DD/SA child or adult with developmental disabilities.

The provider will ensure that the health, nutrition, supervision and daily living needs of the MH/ID/DD/SA child or DD adult are met during the Respite event. The provider will seek and utilize caregiver input and instructions in the appropriate care and supervision of the person served. Respite care for MH/SA children is to be provided within the context of a System of Care framework. System of Care Values and Philosophies are to be utilized and are designed to support the MH/SA child remaining within the home and community.

All Associate Professionals (AP) and Paraprofessional level persons who meet the requirements specified for Associated Professional and Paraprofessional status according to 10 N.C.A.C. 27G 0104 may provide Planned Respite.

All Associate Professionals (AP) and Paraprofessional level staff must be supervised by a Qualified Professional. Supervision must be provided according to supervision requirements set forth in 10A N.C.A.C. 27G .0204

This service may be self-directed under the Agency With Choice Model.



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This service may be provided in a group setting. Minimum Staff-to-Member ratio in a group setting will be 1 to 8.

**II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:**

Duties and Responsibilities are as follows but, not limited to:

- Oversee and assist Respite Specialists with provision of care for those served.
- Provides routine and refresher trainings to Respite Specialist staff.
- Review and approve notes/grid sheets of Respite Specialists
- Review and approve timesheets of Respite Specialist on caseload.
- Perform routine and random quality check with caregivers.
- Provide one on one supervision and group supervision to Respite Specialists.
- Creates and maintains all administrative and clinical paperwork required in timely manner.
- Assist respite specialists with planning and implementing age and ability appropriate activities for persons served.
- Performs billable services as needed to assist clients with immediate and ongoing needs.
- Create, review, and update service plans as required per policy.
- Attends all required trainings and other meetings deemed necessary by Program Manager and direct supervisor.
- Orders Respite and signs service order for IDD/DD only.
- Comply with all state regulations, all agency policies and procedures, and HIPAA rules.
- Maintains strict confidentiality of all personal information concerning individual(s) supported.
- Exhibits professional behavior towards the specialists supervised, individual(s) supported, and their families.

**WORK ENVIRONMENT AND CONDITIONS:**



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This is a periodic service.

This service may be provided in a variety of locations, including homes.

**REQUIRED MINIMUM TRAINING:**

All employees are required to complete agency orientation within the first thirty (30) days of employment. Employees are also required to complete EBPI training prior to being alone with any clients.

All staff providing Respite services to children and/or adults must complete training specific to the required components of the respite definition within ninety (90) days of employment.

**SUPERVISION RECEIVED BY RESPITE QP:**

The Respite QP will have access to their supervisor on an ongoing basis through face-to-face contact, via email and through written correspondence or telephone. No supervision plan is needed for Respite QP staff.

**LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:**

A valid NC drivers' license is required for this position.

Respite QP must meet the requirements of Qualified Professional status.

**CERTIFICATION: Respite QP's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

\_\_\_\_\_  
Signature                      Title      Date

**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the Respite QP.

\_\_\_\_\_  
Signature                      Title      Date