



**B3 Respite Specialist
Job Description**

Position: Respite Specialist	Respite Specialist 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:

Services are customized in an individualized service plan.

- Oversee and assist consumers with activities of daily living, leisure skills and self-help skills.
- Provide one on one supervision of consumer and ensure his/her safety at all times.
- Plan and implement age and ability appropriate activities.
- Assistance may be required in the following areas: light housekeeping such as preparing snacks and clearing after snacks and activities.
- Attends all required trainings and other meetings deemed necessary by Program Manager and direct supervisor.
- 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 individual(s) supported and their families.

WORK ENVIRONMENT AND CONDITIONS:

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.



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SUPERVISION RECEIVED BY RESPITE SPECIALIST:

The Respite Specialist will have access to their supervisor on an ongoing basis through face-to-face contact, via email and through written correspondence or telephone. A supervision plan will be completed to include supervision requirements.

LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:

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

CERTIFICATION: Respite Specialist'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 Specialist.

Signature Title Date