



Cherish

2506 E. Beltline Hibbing, MN 55746 (218) 263-9000 www.cherished1.co

Cherish Respite Staff Job Description

NATURE OF WORK

This position requires a motivated, disciplined and self-directed individual, skilled in problem solving and organization. It is a 245D Basic Service providing short-term care services provided due to the absence or need for relief of the family member(s) or primary caregiver normally providing the care. Staff will ensure the health, safety and protection of rights of each person. Staff shall implement the responsibilities they are assigned.

This position requires competency in the provision of direct support service through skills and knowledge training, experience and education relevant to the disability of the person(s) being served and to meet the needs and additional requirements as written in the CSSP and CSSP addendum, Individual Care Plan or when otherwise required by the case manager or the federal waiver plan. Positions in this job classification exercise considerable independence and report to and receive direction from their designated supervisor. This position is based in the consumer's home and the employee will be compensated for actual documented work completed for Cherish in accordance with the stipulations herein.

JOB FUNCTIONS

Duties may include, providing respite assistance to family caregiver.

Assisting each consumer in activities focusing on individual choice.

Following the family caregiver directives as they apply to the respite service.

Maintaining records of documentation of hours worked and activities during that time.

Ability to work independently. Other duties as assigned.

DESIRED QUALIFICATIONS

A. Education and Experience

Minimum qualifications: to be able to implement the responsibilities assigned Cherish in each person's service plan. Competent through training, experience, and education to meet the person's needs and additional requirements as written in the service plan, or when otherwise required by the case manager or the federal waiver plan. Experience working with disability issues and the disabled population.

B. Knowledge, Abilities, and Skills

- a) Good problem solving skills;
- b) Knowledge of human disabilities and their characteristics;
- c) Knowledge of person centered planning philosophy;
- d) Ability to work with diverse populations of people with disabilities in a professional manner;
- e) Ability to communicate effectively both orally and in writing;
- f) Demonstrate ability to use sound judgment in carrying out oral and written instructions;
- g) Ability to establish and maintain effective working relationships with consumers, family members and co-workers;

In compliance with the American with Disability Act the following represents the Physical Environmental Demands.

In all cases, reasonable accommodations will be considered upon request.

This position requires the majority of the work day spent sitting, standing and walking.

Weights of objects to be lifted, carried, pushed, or pulled rarely exceed 24 lbs. Simultaneous use of the hands, wrists, and fingers is sometimes required.

Movements such as climbing, stooping, crouching, twisting, bending, reaching, handling, fingering and feeling are sometimes required.

Audio, visual, and verbal functions are vital aspects to performing this position.

The majority of the work day is spent in the community and may require exposure to outdoor elements including dust, fumes, noise, and glare.

Transportation

TO TRANSPORT A PROGRAM PARTICIPANT STAFF MUST BE FORMALLY AUTHORIZED by Cherish. **This staff person must provide proof of valid driver's license and automobile insurance.** The staff automobile insurance is primary; however Cherish does carry additional insurance.

This position is subject to all requirements as referenced in the Cherish personnel policies and Minnesota Statutes Chapter 245D. Home and Community-based Services Standards.

This Information Is Available in Alternate Formats Upon Request. All policies may be found at www.cherished1.co, and in the Cherish office during business hours. Copies of Cherish Policy are available in accordance to Cherish Policy on "Availability of Written Policy and Procedure".

This hourly, part time position will be paid the rate established in the Cherish pay schedule. Hours will not exceed hours allotted in the CSSP without supervisory permission given prior to working the hours. Time cards and accompanying documentation will be submitted to the supervisor in accordance with the Cherish pay schedule.

This position offers optimal schedule flexibility allowing the staff person to accommodate the consumer's schedule.

Before they work: staff is required to understand all of written and published policies of Cherish, receive orientation to the position and the individual needs of consumer(s) that they will serve. Staff is required to understand the duties of this position, meet the position requirements, and be fully capable of following the consumer's Consumer Services and Support Plan, Individualized Care Plan if applicable, and all Cherish policy and procedure.