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TITLE: RESPITE SUPPORT

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| DEPARTMENT: Community Supports | POSITIONS SUPERVISED: None |
| LOCATION: Community based, varied locations | SALARY RANGE: \$13.05 per hour |
| SUPERVISOR: Community Supports Supervisor (ALA & Respite) | FLSA STATUS: Non-exempt, Overtime Eligible |
| NORMAL WORKING HOURS: Varied, intermittent as determined by family needs | CLASSIFICATION: Unclassified civil service |
| PROBATIONARY PERIOD: Temporary, at-will employment | SAFETY SENSITIVE: Yes |

SUMMARY OF POSITION:

Respite Support is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general direction of the Community Supports Supervisor (CSS), Respite Support is responsible for working directly with families in their homes, school, and communities to support the needs of the child and family. Respite Support is primarily responsible for providing in-home respite support for Perry County families who have children with complex and intensive behavioral needs.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- High School Diploma or equivalent; pursuit of a college degree in education, psychology, mental health, or related field to developmental disabilities preferred
- Preferred mental health experience
- Experience working with people with developmental disabilities with complex behavioral needs
- Experience working with children
- Maintain professional conduct at all times
- Reliable transportation or valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
- Adhere to Ohio’s Mandated Reporting requirements in accordance with Ohio Revised Code

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Systems and local community resources involved in getting and keeping people safe at home, at school, and in their community
- Trauma informed support strategies
- Person-centered philosophy and strategies

Skills in:

- Computer literacy and proficient access of web-based applications and Microsoft Office 365
- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with service providers and staff
- Competent documentation and proven proficiency in accessing various data information systems

Abilities to:

- Provide timely and accurate documentation regarding respite services
- Communicate effectively with families, employees, and community members, including hearing and spoken language in communication
- Accept and implement feedback and constructive criticism in teaching overall job operations and competency
- Apply common sense understanding to carry out instructions furnished in oral, written, or diagram form
- Utilize critical thinking skills to assess and analyze effectiveness of trauma informed support strategies
- Complete training and utilize training concepts in daily therapies
- Work as part of the Family Support Team to develop strategies, discuss coordination of supports, train families, identify resources, and implement respite strategies
- Perform emergency medical procedures, when necessary
- Demonstrate sensitivity, respect, and dignity for diverse populations
- Comply with the Bill of Rights for people with disabilities

EXPECTATIONS & WORKING CONDITIONS:

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 100% travel and remote work commitments. Regular and frequent travel is necessary to support working remotely. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations may be performed in an emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by the needs of the families in which the RS is assigned to work.

Physical Demands – May require sitting for periods of time, alternating between standing and walking. May, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general

surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES:

95% DIRECT FAMILY SUPPORT

Assist in the design of trauma informed support strategies. Work side-by-side with families and the CSS to ensure the proper implementation of trauma informed support strategies. Train families and other support systems and/or caregivers about the proper implementation of trauma informed support strategies. Provide the Family Support Team with frequent and consistent communication with team members to ensure proper execution and effectiveness of support strategies. Provide strategic interval respite. Collect and report data as necessary or requested.

5% MISCELLANEOUS

Perform other duties as directed or assigned by supervisor. Complete training as requested or required.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date