

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, Pennsylvania 18043-7899

POSITION DESCRIPTION

TITLE: Respite Worker – Respite Program Services

CLUSTER:

QUALIFICATIONS: High school Diploma with two (2) years paid experience within children/adolescent special needs.
Flexible hours may be required based on individualized client needs.

REPORTS TO: Level IV Treatment Coordinator

LOCATION: Field based (client home and community settings)

JOB GOAL: To perform supportive duties to assigned client in order to provide temporary short-term breaks to families thus allowing them to attend to their own needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supportive Services in the Respite Program
Provide 1:1 supportive services to assigned clients within the client's home and community setting
2. Documentation in the Respite Program
Under the direction of the Level IV Treatment Coordinator, will provide assistance with documentation as per established program guidelines.
3. Collaborative Services
Will collaborate with all identified team members in the provision of respite services for clients in the Respite Program.
4. Other Duties
Will perform other duties as directed by the Level IV Treatment Coordinator.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT:

Salary and work year to be established by the Board.

In accordance with State and Federal Law, reasonable accommodations will be considered upon employee request.

RESPITE WORKER
STANDARDS OF PERFORMANCE
2008-2009

The Respite Worker will report to and be responsible to the Level IV Treatment Coordinator in the Resolve Behavioral Health Services Provider 50 Program.

The standards of performance of this position are:

1. **Supportive Services in the Respite Program**
(50 points)
2. **Documentation in the Respite Program**
(20 points)
3. **Collaborative Services**
(20 points)
4. **Other**
(10 Points)

RESPITE WORKER

Standards of Performance

2008 - 2009

1. Satisfactory performance in respect to providing supportive services in the Respite Program will be attained when:
 - 1.1 Participation in direct supportive services as indicated in relevant client specific documentation.
 - 1.2 Participation in team consultations, as needed under the supervision of the Level IV Treatment Coordinator.
 - 1.3 Crisis intervention and stabilization strategies are utilized under the direction of the Level IV Treatment Coordinator as necessary.
 - 1.4 There is evidence of working in collaborative professional teams, including educational staff, support staff, and outside service agencies.
 - 1.5 There is evidence of modeling solution-focused collaboration as designed by Intermediate Unit Administrative Staff.
 - 1.6 There is contribution towards the development and maintenance of an environment, which is non-threatening, safe, nurturing, and where the clients feel respected, accepted, and welcomed.

RESPITE WORKER

Standards of Performance

2008 - 2009

2. Satisfactory performance in respect to completing documentation in the Respite Program will be attained when:
 - 2.1 Client behavior, attendance, record maintenance, and other reports as requested are evidenced.
 - 2.2 A crisis plan is developed and maintained for each client under the direction of the Level IV Treatment Coordinator
 - 2.3 Daily documentation is evidenced for each client in the Respite Program under the direction of the Level IV Treatment Coordinator.

RESPITE Worker

Standards of Performance

2008 - 2009

3. Satisfactory performance in respect to team collaboration will be attained when:
 - 3.1 Collaboration occurs with community agencies and school district personnel (if necessary).
 - 3.2 There is the presence of a professional demeanor and maintenance of a consumer friendly environment.
 - 3.3 Attendance at trainings and CIU 20 meetings occur as they are scheduled per program checklist.

RESPITE Worker

Standards of Performance

2008- 2009

4. Satisfactory performance in respect to other duties will be attained when:
 - 4.1 Confidentiality is maintained in all aspects of the Resolve Program.
 - 4.2 Other duties as directed by CIU 20 Administrative staff are completed.