



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.

Job Title	Supplemental Caregiver/ Respite Worker	FLSA Status	Non- Exempt
Program/Department	Senior Services	Supervisory Responsibilities	No
Reports To	CFP Project Manager	CEO Approval Date	1/2020
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

Must pass required background check, TB and health screening

POSITION OVERVIEW

The Supplemental Caregiver (or Respite Worker) works under the general direction of the Caregiver Fundamentals Project Manager. Through the Caregiver Fundamentals Project, the respite worker provides respite to family caregivers. This program operates in the following counties: Canadian, Cleveland, Logan, and Oklahoma.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Typically provides 8-18 hours of respite care per week during the weekday, weekend, or evening (this may include holidays) for at least two care recipients
- Maintains open communication with the care recipient's care team
- Assists in the formulation of the care plan
- Provides social, recreational, or educational activities as defined in the care plan
- Provides companionship for care recipient
- Provides assistance with activities of daily living (maintaining a service log, assisting in emergencies, shadowing during personal care, assisting in grooming as long as no lifting is required)
- Prepares light meals for care recipient

- Assists with light housekeeping (clean-up after care recipient's meals, changing care recipient's bed linens, etc.)
- Assists the ambulatory care recipient serving, as a guide, companion, and aide
- Monitors the safety of the care recipient to ensure safe surroundings and, if necessary, take emergency action set forth by the agency
- Provides information on community resources as needed
- Performs other duties as assigned by the Caregiver Fundamentals Project Manager
- All duties are essential to the performance of this job.

OTHER DUTIES

- Provide support for other duties needed in keeping with our mission, vision and values

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	High school diploma or general education degree (GED)	
Lic/Cert.	Ability to obtain and/or maintain adult CPR and first aid certifications	
Experience		experience caring for an older individual
Skills and knowledge	<p>Ability to interact with persons of diverse cultural and socioeconomic background in a manner that demonstrates sensitivity toward cultural differences and respect for each individual</p> <p>Withstand the pressures of helping adults who may display anti-social behavior or have difficulty with communication</p> <p>See others as important and valuable, respecting them for what they are</p> <p>Sense of humor</p> <p>Compassion</p> <p>Good listener</p> <p>Flexibility in schedule and thinking</p> <p>Dependable and reliable</p>	

	<p>Positive attitude toward caregivers and care recipients</p> <p>Must have accurate perception of what is going on around him/her</p> <p>Ability to recognize emergency situations and call for intervention</p> <p>Familiarity of the service area</p>	
<p>Abilities</p>	<p>Must be 18 years of age or older</p> <p>Completion of 40 hours of respite training provided by Sunbeam to include adult CPR and first aid certifications</p> <p>Participation in 12 hours of client care related in-service training annually</p> <p>Willingness to provide 28 hours of respite per week</p> <p>Available to work evenings, weekends, and holidays</p> <p>Has transportation and willing to travel throughout any of the four county area</p> <p>Adhere to Confidentiality Policy</p> <p>Abide by Universal Precautions</p> <p>Ability to meet deadlines with paperwork and payroll</p> <p>Ability to operate independently, exercise initiative, and problem solve</p> <p>Ability to communicate in English, both verbally and in writing</p>	

	<p>Ability to complete timesheets and other paperwork requested by the agency in a timely manner to ensure adequate program operation</p> <p>Meet all employment conditions established by the agency</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position</p>	
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Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 25 pounds. Occasionally must be able to position oneself to assist persons with limited mobility during inclement weather or emergency situations. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

SUNBEAM'S CORE VALUES

<u>Champion Spirit</u>	<u>Servant Heart</u>	<u>Sunny Attitude</u>
We work like a champion every day: paying attention	We exhibit humility in serving everyone; no job is below anyone	We bring a smile, a positive attitude and treat each other

to details and performing
with excellence

and we all work together to get the
work done

with respect, ensuring a
pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.