



amber grace

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RESPITE STAFF

[LINK TO EMPLOYMENT APPLICATION BELOW](#)

REPORTING TO: Support Families

General Description: Respite Staff play a vital role by filling in for Support Families when time off or time away from the home is required. Respite Staff supplement the roles of the Support Family as a support to the Neighbors residing in the home and are responsible for all of the regular daily activities while on duty, Respite Staff also reinforce the Neighbor in feeling loved, accepted, acknowledged, and recognized for who they are and their unique capabilities.

Respite Staff may be a single person or a couple; but the housing does not support bringing children.

Care and Supervision of the Neighbor

- Reviews and is familiar with each Neighbor in the home to include their psychosocial and medical background and needs.
- Assists the Support Family in becoming familiar with the Neighbor's plans of care and ensures they are followed.
- Ensures that the care of the Neighbors is consistent with high quality and established policy
- Communicates concerns or observations to the Support Family that influence the status of individual Neighbors under their purview.
- Provides discipline, as needed, in a loving and caring manner.
- Manages and ensures the Neighbor's schedule is carried out daily, including meals, Neighbor Life, On and Off campus activities, etc.
- Facilitates and participates in the family-style dinner meal in the residence as provided by the dietary department.
- Maintains safety standards in the home to include infection control practices.
- Processes incident reports per policy.

Medications for Assigned Neighbors

- Assists Neighbors with administration of medications, including storing, tracking

- and follow instructions on labels.
- Receives training and demonstrates competency on administration of medications
- in compliance with regulations for Personal Care Homes.
- Seeks guidance from the Support Family and/or nurse whenever there are questions about administration of medication.
- Facilitates narcotic counts daily with documentation per policy.
- Ensures proper storage and disposal of expired or discontinued medications.

Personal and Team Development

- Actively seeks development opportunities for self and team to remain current in the care and service of adults with intellectual and developmental disabilities.
- Participates in required training and continuing education of Respite Staff. Job specific training will be required and provided by Amber Grace as a part of onboarding and continual education.
- When necessary, participates in fire and disaster protocols and drills.

General Community Contributions and Covenants

- Represents Amber Grace in a Christ-like, professional manner at all times in messaging, behavior and appearance both internally and externally.
- Demonstrates care, dignity, and respect in working with the Neighbor population.
- Protects confidentiality and other rights of the Neighbors.

Work Schedule Expectations

The role of Respite Staff will have set work hours that are not limited to eight-hour shifts. Early morning, late afternoon and well into the evening will be the most active hours of engagement and expectation.

- During weekdays the Neighbors will generally be involved in Neighbor Life or working off site. Respite Staff will be on duty from 7 AM to 10PM and actively involved with Neighbors from 7AM-9AM and then 5PM-10PM.
- During weekends and holidays the Neighbors schedules can vary. Although most Neighbors will typically be at their home on Amber Grace, weekends provide opportunities for involvement with on and off campus activities, family visits, and more. Respite Staff will be typically required to be on duty from 7AM-10PM, actively supporting Neighbors throughout the day.
- Respite Staff may be sometimes asked to assist in a supervisory/chaperone role for an on or off campus Neighbor activity. Additionally, the nature of different daily responsibilities may allow for some discretionary time.
- While on shift, Respite Staff will reside in the Respite suite and may be required to be available and quickly accessible during overnight hours to respond to emergencies, illness, or other needs that a Neighbor may have during that time.

Job Qualifications

- 21 years or older
- Graduate of 4-year college preferred
- Experience with intellectual and developmental disabilities in adults preferred
- Excellent verbal and written communication skills using the English language
- Basic computer software proficiency
- Clean driving record

Physical Demands

- The physical demands described here are representative of those that must be met by an employee 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 employee must frequently lift, push, pull, or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

FLSA: Non-exempt

Classification: Part-time

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK:

[RESPITE STAFF](#)

Or copy and paste this URL into your web browser:

<https://form.jotform.com/261878926644171>

If you are unable to access or fill out the application online, please email info@ambergrace.com to request assistance.

Thank you for your interest in joining the Amber Grace Team!