

SIGN AND RETURN



Respite Technician Job Description

Duties

Provide one-on-one care to child with Autism Spectrum Disorders. The respite care technician provides direct care when the child's primary caregiver is not available. Respite care may include assistance with activities of daily living.

Care should be individualized for the child and the Respite technician should be familiarized with the child's needs.

Respite technicians must maintain confidentiality of client information. The use of physical restraint is only to be used in emergency situations, and will follow guidelines prescribed by ChAMP's Employee Handbook. Physical restraint is permissible only if the situation requires such to preserve the health and/or safety of the child or others nearby.

The Respite technician will record a summary of activities on the daily notes section of the time sheet.

The Respite technician is required to read and follow the rules and conditions of employment as described in the ChAMP Employee Handbook.

Additional Requirements

The Respite technician is expected to have 100% focus on the client for whom they are providing services. **Use of cell phones while working with a client is strictly prohibited. This includes TEXTING.** Focus and concentration is expected to be on the client at all times. Conduct should reflect sound judgment in which focus on the safety and security of the client is paramount. Driving a client is only permitted under express approval from the primary caretaker and is limited to a radius of no greater than 10 miles from the client's home. Driving a client is specifically for transportation to and from activities within the community as agreed upon with the family. The Respite technician is strictly prohibited from driving others while providing services to the client. Respite technicians are not permitted to take a client horse back riding. Inherently dangerous activities are not permitted. Any violations of these guidelines will result in immediate termination.

Respite technicians should obtain approval from ChAMP before agreeing to provide any respite services. Respite lasting more than 10 hours and overnight respite must be pre-approved by ChAMP.

SIGN AND RETURN

Location of Services

Respite services must take place in the participant's home or place of residence or in the participant's community. Respite should never take place at the respite technician's home or anyone else's home.

Eligibility

In order to be considered for employment by CHAMP as a Direct Care Respite Technician, the applicant must meet the following requirements:

1. Have at least a high school diploma or equivalency;
2. Have at least three references;
3. Pass a criminal background check;
4. Be approved by the waiver participant's family;
5. Have at least 100 hours experience working with individuals with autism or developmental disabilities; and
6. Work under the supervision of one of our qualified professionals.

Hiring Process

All applicants must fill out an application for employment. An interview will be conducted and if hired by CHAMP applicants must attend the ChAMP New Employee Orientation within 30 days of employment.

Not Responsibilities of a Respite Technician

Respite responsibilities DO NOT include activities that are unrelated to your primary responsibilities described above. Examples of prohibited Respite activities include housework, cooking (aside from basic meal preparation for the child), cleaning, laundry, ironing, and moving furniture.

Respite technicians are prohibited from administering medication and tending to other children or siblings. Respite is a one therapist to one child service. Therapists are responsible only for the child with Autism and not siblings. Also, if the family has two children receiving services under the Autism Waiver, the therapist can provide respite services to only one child at a time. You cannot provide services to two children at the same time. Any concerns or questions should be directed to the ChAMP office.

SIGN AND RETURN

As a Respite technician, you agree to follow this job description and to abide by the principles, policies and other guidelines provided by your supervisor and those published in the ChAMP Employee Handbook. You agree to alert your supervisor of any concerns or safety issues that arise.

Agreed to and Accepted:

NAME (PRINT)

SIGNATURE

DATE

Respite Technician, Version 2014.1