

# EOC

Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: Respite Worker

PROGRAM OPWDD Respite Staff

REPORTS TO: Director of Services for People with Developmental Disabilities

## MAJOR RESPONSIBILITIES

Assist persons with developmental disabilities to participate in activities of their choice, to give a reprieve to the parent/guardian/caretaker from caretaking duties. In contrast, the individual engages in a program that fosters learning through athletics, arts and crafts, and community involvement.

## DETAILED RESPONSIBILITIES

1. Provide door-to-door transportation to scheduled activities
2. Promote self-advocacy and choice
3. Assist consumers in making informed choices
4. Promote self-determination and community inclusion.
5. Keep consumer aspirations the focal point of their actions.
6. Complete all service documentation in accordance with ADM# 2005-02
7. Take all reasonable steps to ensure the health and safety of the consumer.

## QUALIFICATIONS:

- Have computer knowledge, including but not limited to Windows and Microsoft Office.
- Know general office procedures and organizational skills.
- Have the ability to work as part of a team with co-workers, colleagues, and other provider agencies.
- Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, schools, and the general public.
- Have strong organizational skills with a focus on detail.
- Ability to follow directions and strong communication skills (oral and written)
- A valid NYS driver's license and own transportation
- Ability to pass the NYS Justice Center fingerprinting requirements and background check.

## EDUCATION/TRAINING/ EXPERIENCE

- High school diploma or equivalent (minimum requirement)
- Associate's degree in the health and human services field.
- Have one year of experience working with people with developmental disabilities.
  - ❖ **REQUIRED Valid NY State Driver's License**
  - ❖ **REQUIRED PPD ( Tb) Test must be within one year of hire date.**

CATEGORY: NON-EXEMPT

I have read and understand job description.

PRINT NAME : X

Date: \_\_\_\_\_

Employee Signature Required: X