

CAREER OPPORTUNITY



Title: Respite Care Staff Aide

Hours: Part-Time, 20 Hours/week (non-exempt position)

Brief Description:

Provide in-home respite services for families caring for elderly members, as an adjunct to the volunteers, in situations requiring emergency, extended or more demanding care.

- **Care of Elderly Person**
 - Maintains confidentiality of client information
 - Appropriately provides the necessary care and supervision of the elderly person in the absence of the primary caregiver
 - Maintains the elderly person's comfort and safety
- **Limited personal care, meal preparation and monitoring medications**
 - Maintains confidentiality of client information
 - Ensures that work is completed in a correct, timely and orderly fashion
 - Encourages as much independence as possible
- **Recordkeeping**
 - Ensures that all correspondence/reports are complete, easy-to-read, and mailed by deadline to the Coordinator
 - Maintains accurate records of each client visit, including hours and activities/services delivered, documented on service time report, and submitted monthly
 - Obtains appropriate signature on service time report

Minimum Requirements:

- High School Diploma or GED required; one year certificate (Home Health Aide) or Associate's degree in Mental Health/Nursing preferred
- At least two years work experience (one year related experience preferred)
- Ability to work with frail elderly persons in their home
- Good communication skills and a warm interest in and understanding attitude toward elderly persons
- Ability to form a trusting relationship and adjust to varying home/client situations
- Ability to recognize emergency situations and respond appropriately
- Available for assignment between the hours of 8:00am-6:00pm
- Reliable transportation necessary

All interested candidates should send a resume with salary requirement to:

Human Resources, Catholic Social Services of the Miami Valley

922 W. Riverview Ave., Dayton OH 45402

Or e-mail to jobs@cssmv.org or fax to (937) 222-6750