

CAREER OPPORTUNITY

Title: Respite Care Staff Aide

Hours: Part-Time, up to 19 hours per week (non-exempt position)

Brief Description:

We are seeking a dedicated Respite Care Professional to provide care to our clients with physical, emotional, or cognitive limitations. The ideal candidate will coordinate care with primary caregivers, provide companionship, and client specific appropriate activities.

To ensure success, the ideal candidate will demonstrate experience in a past similar role and have a working knowledge of CPR and first aid. Our Respite Care Professional will be someone who can be relied upon to perform their duties independently with patience, compassion, and care.

Essential Functions of the Position: *Represents the major responsibilities for anyone serving in this capacity.*

Key Responsibility Area: Care of our elderly clients

- Provide our clients with assistance, companionship, and comfort
- Deliver the necessary care for our clients in the absence of their primary caregiver
- Engage our clients in activities such as playing games, reading aloud or conversation

Key Responsibility Area: Limited personal care, meal preparation and monitoring medications

- Assist clients with mobility, eating and drinking needs
- Perform light household duties such as cooking, cleaning and shopping
- Encourage as much independence as possible while maintaining a safe environment

Key Responsibility Area: Recordkeeping

- Maintain confidentiality of all client information
- Ensure that all correspondence/reports are complete, easy-to-read, and factual
- Maintain accurate records of each client visit including hours visited, activities/services provided, and submitted on a monthly basis
- Communicate all concerns or suggestions to leadership before implementation
- Obtain 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 of related experience preferred)
- Ability to work with frail elderly persons in their home
- Good communication skills and a warm interest in understanding attitudes 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 8:00 a.m. to 6:00 p.m.
- Reliable transportation necessary

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