



AssistedCare Services, LLC

Respite Service Provider (RSP)

Job Description

POSITION TITLE:	Respite Services Provider (RSP) On-call
REPORTS TO:	RSP Administrator
WAGE:	Competitive wage - DOE
MISSION:	To serve as a temporary companion and care giver to frail elders and individual of all ages with disabilities while the parents or primary care givers are absent. Respite workers provide relief on a short-term basis, for primary caregivers in emergencies, or as scheduled in order to reduce the potential for crisis and/or placement in a more intensive setting.

DUTIES, RESPONSIBILITIES AND FUNCTIONS:

I. Perform Respite Care Services approved under 7 AAC 43.1030 as part of a recipient's plan of care that are pre-authorized and do not exceed the limits (520 hours yearly or 14 days yearly) under 7 AAC 43.1049. Respite care services provide alternative caregivers, regardless of whether the services are provided in the recipient's home or at another location that include but are not limited to the following duties:

- Relieve primary unpaid caregivers, including family members and court-appointed guardians.
- Relieve providers of family habilitation home services under 7 AAC 43.1046(b)(1).
- Relieve foster parents licensed under AS 47.
- Perform daily respite care services between 12 and 24 hours in duration.
- Perform family-directed respite care services. Perform out-of-home daily respite care services provided in a nursing facility; an acute care hospital; an intermediate care facility for the mentally retarded or persons with related conditions (ICF/MR); an assisted living home licensed under AS 47.33; or a foster home licensed under AS 47.35.

II. Completing accurate paperwork and submit on a timely basis:

- Complete time/sheets/ accurate progress notes documenting tasks performed each day of the pay period.

III. Participate in supervisory meeting and job related training:

- Participate in phone/office meetings as deemed necessary.
- Participate in at least 10 hours of training each year.

IV. Requirements and Qualifications:

The level of training and/or experience you need for this position is determined by the consumer. If you are offered a PCA position by Assisted Care Services, LLC, you will be required to:

- Be at least 18 years of age
- High school diploma or equivalent (GED) required.
- Familiarity with various types of disabilities **preferred but not required**.
- Must be committed to the belief that persons with disabilities have the ability to direct their own care and live independently in their own homes with the proper assistance.
- Ability to communicate with recipients and with the RSP Administrator.
- Have reliable transportation and current valid driver's license if needed to drive.
- Have proof of automobile insurance with the following minimum liability: \$300,000 Combined Single Limit Liability Bodily Injury & Property Damage **OR** \$100,000 Bodily Injury per Person/\$300,000 Bodily Injury per Accident/\$25,000 Property Damage per Accident/Split Limit Liability if needed to drive.
- Current Division of Motor Vehicle (DMV) driving record with no major driving violations or crimes.
- **Submit a check** payable to the Department of Health & Social Services for a criminal background check. The cost for the background check is \$84.00. (\$34.00 for state processing , \$25.00 for FBI processing and \$25.00 for online processing).
- Two sets of fingerprints (one set for local and another for federal check)
- Two letters of reference (written in past 5 years) and a current resume.
- Valid current CPR and First Aid certifications
- Provide proof of negative TB (Tuberculosis) test or chest x-ray.
- Social Security Card. (copies of these items will be made by AssistedCare Services, LLC and original returned to you.
- Complete Form I-9 (Employment Eligibility Verification) and Provide two original documents to be copied (by AssistedCare) from the approved I-9 form list.
- Permanent Resident Cards or Work Authorization Cards are required from non US citizens.
- Employee will also complete a W-4 form (employee withholding allowance form) prior to first day of work.