



JOB ANNOUNCEMENT
The Arc of Harrisonburg and Rockingham
Respite Caregiver

Classification: PRN

Reports to: Director of Resource and Respite Services

JOB SUMMARY

Responsible for providing relief from daily care giving to primary caregivers of persons with intellectual and developmental disabilities.

KNOWLEDGE, SKILLS and ABILITIES

1. Ability to implement services as planned in partnership with families and other team members.
2. Have strong communication skills with diverse populations including; families, team members and the public.
3. Contributes to the professional reputation of the agency.
4. Provide personal care that may be required like feeding, dressing, toileting, bathing, lifting, and transferring as needed.
5. Prepare meals during the respite period and do light housekeeping as needed (based on individual need).
6. Is able to work in Individuals home, in the community and with a variety of families within a variety of time frames.
7. Is able to work with children, youth and adults with physical and intellectual challenges (both in challenging and non-challenging situations).
8. Is flexible around scheduling changes / is able to pick up shifts on short notice
9. Must be reliable, arrive at scheduled shifts and be on time.
10. Understand and maintain confidentiality with families / individuals and The Arc.
11. Able to independently work effectively and make decisions in difficult situations.
12. Respect family lifestyle and choices.
13. Maintain positive professional boundaries.
14. Report all forms of abuse and suspected abuse to this office immediately.
15. Has accurate documentation filled out and handed in within the given guidelines.
16. Attends training and regular staff meetings
17. Assist with and participate in activities and special interests that the respite recipient has identified as long as they are safe and legal.
18. Build positive relationship with family and Individual.

OTHER QUALIFICATIONS

Must have high school diploma or GED. Must be 18 years or older. All applicants must be able to pass a criminal background check under state regulations. The ability to obtain First Aid and CPR certification within one month of being hired.

Agency Overview: The Arc of Harrisonburg and Rockingham is an affiliate of The Arc of Virginia and The Arc of the United States. We currently serve 30 participants in our day support program, and offer teen/adult recreational programs through canteens organized in collaboration with the Park District. As part of a three-year strategic plan, we have added a resource center and respite services to our service offerings, and increasing our range of educational seminars and conferences for individuals and families affected by intellectual and developmental disabilities.

Closing Date: Applications must be received (not postmarked) by 5:00 p.m. on August 8, 2015.

How to submit an Application

- I. Please submit a resume and cover letter. In your cover letter please describe why you are applying for this position and what experience and skills you believe qualify you for it.
- II. Please submit the names, job titles, and contact information for three professional references. Please indicate how you are professionally connected with each.

Please submit complete applications by email to ArcDRRS@hrarc.org or mail to:
Director of Resource and Respite Services
The Arc of Harrisonburg and Rockingham
620 Simms Ave.
Harrisonburg, VA 22802

Incomplete applications or applications received after 5:00 p.m. on August 8, 2015 will not be considered. No phone calls, please.