

## **Rotary Respite Care Program Respite Care Giver Job Description**

**Summary:** The Respite Care Giver provides care, companionship, supervision, and security to the special needs child allowing for the parents to tend to other children, run errands, or relax.

### **Responsibilities:**

- Provide care, companionship, supervision, and security for the special needs child.
- Provide educational, recreational, and social opportunities through conversation, reading, games, outings, and creative and innovative activities that encourage participation by the child according to their abilities.
- Assist the child with eating and agreed upon personal hygiene needs (e.g., toileting) as required.
- Ensure that all educational and recreational activities outside the home are cleared with a parent.
- Maintain open and positive lines of communication with parents, children, Program Coordinator, and Program Supervisor.
- Do NOT transport a special needs child in your own vehicle or drive a parent's vehicle.
- Leave the house in the same state of cleanliness as when you arrived.
- Adhere to the Confidentiality Agreement entered into with the Rotary Club of Bowmanville.
- Keep the Respite Care Coordinator informed and updated regarding any concerns.
- Comply with all policies and procedures of the Rotary Club of Bowmanville's Summer Respite Care Program.
- Regularly check and respond within 24 hours to all email, text messages, and telephone messages related to the Program.
- Accurately document your shifts and have the parents sign for their care hours.
- Accurately complete the Bi-Weekly Time and Expense Reports and submit to the Coordinator by the required deadline.
- Obtain, collate, and submit to the Coordinator all receipts related to the Program.
- Attend the identified Rotary Club Breakfast meetings as Rotary's guest and speak about your experiences with the Respite Care Program.
- Represent the Rotary Club of Bowmanville in a mature and professional manner.
- Perform other duties as required to ensure success of the Summer Respite Care Program.

**Hours of Work:**

Respite Care Givers will work a rolling average of 35 hours per week and will attend work on the days and at the times scheduled. This may include evenings and Saturdays up to 8:00PM. They will be guaranteed a minimum average of 35 hours per week at a rate of \$21.00 per hour and will have every Sunday, one other day in the week and all statutory holidays off. If additional time is required in a schedule that cannot be achieved through respite care, time can be acquired by working at the Visual Arts Centre of Clarington. Any requested changes to a schedule, whether requested by the Care Giver or by a client, will be brought to the attention of the Respite Care Program Coordinator before such changes are implemented.