

# **Saturday Respite Aide**

## **Job Type: Part-Time**

This program provides respite for primary caregivers of developmentally disabled persons via a drop off recreation program for DD consumers.

**1) Archway Programs is seeking a Part-Time Saturday Respite Aide for our Saturday Drop Off Respite program to provide direct care, assistance and/ or companionships to consumers attending the program.**

### **Responsibilities include:**

- Maintains established division policies & procedures, objectives, quality assurance, safety, environmental, and infection control standards.
- Guards the confidentiality of client information from both outside persons and Archway Programs employees whom do not require this information to perform their job functions.
- Provide culturally sensitive services that are based on knowledge of cultural diversity to accomplish quality client care.
- Customer Service: respect, flexibility, knowledge, confidence, professionalism, pleasant attitude, patience, and helpfulness. All responses should be timely, professional, caring, and respectful in accordance with Archway Programs standards.
- Cooperate fully with Archway Programs and Division of Developmental Disabilities staff in any and all inspections and/ or investigations.
- Assist consumers in activities of daily living, recreational and socialization activities as guided by individual service plan.
- Trains consumers in skill and recreation areas as assigned
- Provides care and companionship for consumers in absence of other regular caregivers
- Record clear and comprehensive documentation
- Participates in training and professional development
- Submit documentation/time sheets in a timely fashion
- Act as a positive role model

### **Requirements:**

Associates Degree preferred and 1-3 years experience in the field

### **Contact Information:**

Maureen Preston at (856) 767-5757 ext. 370 or email to [Maureen.preston@archwayprograms.org](mailto:Maureen.preston@archwayprograms.org)

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