



Living Wellness Respite Retreat Respite
Caregiver Position Description

POSITION TITLE: Respite Care
REPORTS TO: Executive Director
JOB CLASSIFICATION: Non-Exempt / Full-Time, Part-Time
LOCATION: Indianapolis, IN
SHIFTS: **First, second, and third shifts are available.**
COMPENSATION: Starting pay is \$16-up per hour commensurate with experience, Performance-based bonus! Shift Differentials for 3rd shift.

OUR MISSION

Respite care is an essential community-based service for families of children with developmental disabilities and behavioral disorders. Respite care benefits all family members, providing parents with a break from caregiving, siblings the opportunities for more quality time with parents, and the child with a disability to gain access to a restorative social experience.

Living Wellness Respite Retreat is a mental health facility, in a home-like setting, licensed to provide short-term relief for primary caregivers. Our model is designed specifically for school-aged children, offering services six days per week, 24 hours per day. We aim to provide well-deserved time for families to rest and rejuvenate while ensuring their loved one is being cared for in the best of hands.

ROLES AND RESPONSIBILITIES

Respite Care Providers play an integral role in assisting families with children with complex mental health disorders access respite care services that provide a safe place for their youth to have supervision, build social skills, and participate in fun & cool activities. While the caregivers can take a break and rejuvenate strengthening the caregiver to be able to parent from a rested place instead of a frustrated place.

Responsibilities include but are not limited to the following:

Childcare/Supervision (80%)

- Lead social, educational, and behavioral skill building activities, allowing participants to develop interpersonal and communication skills through recreational activities, games, sports, music, and creative arts.
- Serve with compassion and dignity while assisting participants with daily activities such as personal grooming, meal preparation, and administering medications.
- Maintain a safe and hazardous-free facility.
- Provide reliable transportation for participants when necessary using the company van.

Administration (20%)

- Properly document daily service notes.
- Diligently oversee medication administration according to agency policy and accurately maintain medication logs.
- Meticulously maintain the cleanliness and upkeep of the facility in compliance with regulations.

QUALIFICATIONS

Living Wellness Respite Retreat seeks qualified candidates to provide onsite care for respite participants. To be considered, candidates must:

- Be at least 21 years of age, have a high school diploma or equivalency, and have one (1) year of experience caring for children with Serious Emotional Disturbances (SED) or Emotional Handicaps (EH).
- Pass a national and state background check and drug screen.
- Pass CPS background check
- Become CPR certified
- Have a valid driver's license with proof of registration and insurance (if transporting)

Ideal candidates will:

- Demonstrate experience and passion for advancing developmental opportunities for children with mental illness.
- Model patience, compassion, and the ability to de-escalate provoking situations.
- Be self-motivated, sharp, and abreast of all regulations that govern service providers.
- Lead with strong interpersonal and relationship-building skills and proven experience working with families of diverse racial, ethnic, economic, social, and educational backgrounds.
- Be well-organized and detail-oriented with excellent written and oral communication skills.
- Have advanced capabilities in using email platforms, Microsoft Word, and other systems.
- Be proactive and solutions-oriented, and highly adaptable.
- Work well with others and exhibit strong problem-solving abilities.
- Have the ability to think spontaneously and respond appropriately in high-stress situations

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of, but not limited to, those that an employee must meet to perform the vital functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to stand, walk, sit; use hands to reach, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Must be able to lift up to 40 pounds,
- You must be able to observe visually.
- Have the ability to read, write, and speak in English.

Living Wellness Respite Retreat is an equal-opportunity employer.