

## Personal Support and Respite Job Description

**Purpose:** Provide care and service to designated individual(s) to assist them in achieving their desired outcomes, and as directed by the authorized representative, individual, family member or guardian).

**Qualifications:** Successful completion of the Department of Human Services Background Study and when required, a driver's record check and valid drivers license. Other preferred qualifications as required to support the individual receiving services.

### Essential Job Functions:

1. Follow verbal and written instructions from the authorized representative.
2. Complete all orientation requirements to meet state rules and statues within 30 days of hire. You may be required complete CPR and/or First Aid training.
3. Complete twelve (12) hours of training annually in the month that is assigned by Lifeworks.
4. Provide assistance as needed for the individual to complete personal care routines.
5. Maintain and expand activity participation, relationships, and community involvement for the individual.
6. Provide support for the individual in the areas identified in their Coordinated Services and Support Plan Addendum (CSSPA) and Individual Abuse Prevention Plan (IAPP).
7. Provide necessary transportation to and from community sites as requested by the authorized representative.
8. Respond and report any incidents under Lifeworks Basic Services policy "Incident, Reporting and Review".
9. Follow safety procedures and assist in identifying safety needs for self, and individual.
10. Comply with the policies, processes and procedures of Lifeworks Services, Inc.
11. Allow the authorized representative to submit time cards online according to the Lifeworks Payroll Calendar.
12. Other duties as required by the Lifeworks.

Personal Support and Respite staff are selected and given work direction by the authorized representative and supervised by Lifeworks. The scheduled hours of the staff are subject to change at any time and are not guaranteed.

**To the best of my knowledge the information contained in this application is true.**

### I understand:

- Any misrepresentation in my application may be justification for not being hired, or if hired, justification for termination of employment from Lifeworks.
- Nothing contained in this application or in the granting of an interview is intended to create a contract between me and this company for employment.
- I have the right to terminate my employment at any time and Lifeworks has the similar right.
- No promise, representation or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.
- Employment is dependent upon passing county, state and federal background studies.
- Employment may be dependent upon passing the Department of Motor Vehicle check and providing proof of automobile insurance.

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**Employee Signature**

**Date**