

RESPONDER JOB DESCRIPTION

Professional Title: Professional Responder

Work Assignment: Approximately 90% responding and during overnights 10% client visits.

Begin Date: January 1, 2010

Work Hours: Week and Weekend Nights (8:55 p.m. to 7:10 a.m), Daytime hours as needed

General Position Description:

The work assignment for the Rotating Responder position will be to assist in the development and operation of a community-based program to support individuals with long-term care needs to achieve, maintain, and further develop independence in their homes. Responsibilities require independent and teamwork skills, participation in work with care providers, paraprofessionals, and professionals working in the field of service delivery. In addition, the position is responsible for providing overnight support to a number of individuals. The Responder will work closely with the Provider Response coordinator and other members of the individual's care team. The Responder will follow protocols as directed by the respective individual's support team.

Work samples for this position include:

Assisting with the application of assistive technologies in independent living environments; assists with assessment and coordination of support for individuals with disabilities, responding to a variety of crisis and/or emergency type of situations and;

This is an hourly position of \$_____ per hour.

Supervision provided by: Provider Response Coordinator

Job Description Ideas

Essential Functions: In Addition to Duties and Qualifications of the Professional Responder

- Must be a team member and hold self to a standard equal to professional peers.
- Assists in management of caseload of participants living in the response area associated with the specific Responder position.
- Manages a small caseload of participants that includes random visits at least once a month to ensure participants are comfortable with the Provider Support Systems.
- Attends staff meetings as scheduled.
- Trains and instructs on lifting equipment/adaptive devices specific to participant caseload.
- Performs daily office responsibilities: e-mails, faxes, phone calls, protocol management, and necessary documentation associated with position.
- Must be able to react quickly and responsibly in emergency situations.
- Assists with maintaining Providers monitoring equipment.
- Ability to use a variety of assistive technology devices and home modifications to assist participants with personal care and other self-help requirements.

Other Functions

- Other duties as assigned.

Qualifications

- Minimum of two years' experience in developmental disabilities or related field.
- Certified in Blood Borne Pathogens (BBP), Safe Medication Administration, Cardiopulmonary Resuscitation (CPR), and First Aid.
- Valid driver's license and reliable transportation.