

Mental Health Association in Orange County, Inc.



SYSTEM OF CARE RESPITE WORKER JOB DESCRIPTION

- I. Title:** Respite Worker
- II. Reports to:** System of Care Support Services Coordinator
- III. Job Objectives:**
- To provide respite/skill building services for families with children/youth involved in System of Care (SOC).
- To perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy.
- IV. Qualifications:**
- High school diploma.
 - Eighteen (18) years or older.
 - Ability to work with individuals with a mental illness and/or developmental disability.
 - Strong organizational and communication skills.
- V. Responsibilities:**
- Provide respite and/or skill building in the home or community, as identified by the parent/guardian and child /youth. Skill training can include, but is not limited to the following: socialization, communication skills, housekeeping, chores, personal hygiene, grooming, health promotion, budgeting, personal safety, leisure time, personal responsibility and problem resolution.
 - Complete required paperwork at each visit and submit to Project Coordinator at the close of each pay period with timesheets.
 - Report any identifiable instances of child abuse and neglect to your supervisor and appropriate authorities.

- Communicate with Coordinator on a regular basis as necessary and appropriate.
- Follow the rules and regulations of client confidentiality.
- Complete all trainings as required by MHA.

VI. *Other Duties:*

- Employee shall perform all other duties as may be required by management.

VI. *Terms of Employment:*

- Per Diem.

**Please send letter of intent and resume to:
Maureen Janes
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73 County Highway 108
Middletown, NY 10940
or fax to (845) 343-9665
or email to mjanes@mhaorangeny.com**