

**RELIEF DIRECT SUPPORT PROFESSIONAL**General Statement of Duties:

Assists in the homes by providing supplemental staffing when illnesses, vacations or emergencies interfere with regular staffing; provides staffing during weekend and holiday hours to relieve full-time staff; assists in the areas of Annual Plans by implementing and documenting each individual's programs; is responsible for the care, health, safety, and welfare of the individuals and their home environment; supervises and assists individuals with domestic duties; completes domestic duties if individual refuses or is unable to do so; assists with clothing care and selection; coordinates recreational activities. It is the responsibility of each hourly paid employee to document his/her time worked by following electronic time-keeping procedures. Relief staff members are directly supervised by the Manager and jointly evaluated by the Manager and DDP.

Official Duties:

- Conducts training as outlined in individual's Annual Plan, including but are not limited to the following training and hands on assistance
  - a. personal management, e.g. personal hygiene, laundry and clothing care, and health
  - b. domestic skills, e.g. cooking, cleaning, vacuuming, and household management
  - c. academic skills, e.g. reading, writing and computing
  - d. money management, e.g. budgeting and shopping
  - e. transportation skills, e.g. appropriate behavior, getting to and from activities, either by van, metro bus or other modes of transportation;
- Provides companionship and emotional support to individuals;
- Completes any domestic duties when individual refuses, is unable, or does not complete them satisfactorily;
- Supervises and monitors individuals in taking medication and obtains medical treatment for illness and injuries;
- Assists with arranging social activities, shopping trips and accompanies individuals when needed;
- Reports and documents needed repairs;
- Attends meetings and pre-service or in-service training as scheduled;
- Intervenes in individual behavior problems when necessary;
- Writes incident and seizure reports as necessary;
- Completes other duties as assigned.

Duties Specific to Group Home Relief Staff:

- Assist individuals with domestic duties that include but not limited to
  - a. ensuring that individual rooms have been cleaned, dusted, vacuumed, and beds made
  - b. washing clothes and bedding regularly
  - c. ensuring the group home is kept clean and orderly.

Duties specific to Supported Living Relief Staff:

- Assist individuals with domestic duties that include but are not limited to
  - a. cleaning apartments
  - b. wiping down appliances
  - c. ensuring that all bathroom fixtures are clean
  - d. ensuring the individuals are buying and eating healthy foods

e. provides for the individuals to go shopping for food and personal items regularly.

Requirements

High School diploma or G.E.D.; previous experience working directly with person with disabilities; ability to read, write and speak English; ability to pass training courses in medication administration, First Aid and CPR; ability to complete "medium work," exerting up to 50 lbs. of force occasionally, 20 lbs. of force frequently, and up to 10 lbs. of force constantly; ability to document behaviors and implement individuals individual plan; assist with personal hygiene, cooking, community activities, etc.; ability to follow oral and written instructions; willingness to accept changes in schedule and function; ability to cook, clean and perform basic household tasks; and, have no criminal record of felonies against persons. Relief Staff drivers must have a valid Missouri Chauffeur's License or Kansas Class C Licenses, and maintain a clear motor vehicle record.

Preferred Experience and Training

Knowledge of field and one year's experience working with MR\DD population. Possess ability to document performance and training progress as prescribed, and alter teaching strategies to meet objectives.

\_\_\_\_\_  
INITIAL/DATE