



**Seniors & Community Support Services
Respite Care Provider – Casual**

Background: The Respite Care Provider is a community support service provider employed by SFCSC. Working closely with the Seniors Programs Manager, the Respite Care Provider assists clients with their ADL's and IADL'S and/or provides recreational care for seniors and adults living with disabilities enabling them to remain in their homes longer. Reports to Seniors Programs Manager.

Purpose: There are to main streams of Respite Services offered by SFCSC:

- 1) PSW Respite assists clients with ADL's and IADL's. This may include bathing, toileting, dressing, preparing light meals, assistance with feeding, and client transfers. In addition household management services such as sweeping floors and washing dishes may be requested.
- 2) Recreational Respite assists clients with recreational activities and companionship. This includes going on walks, assisting with puzzles, playing card games, or assisting client with recreational interests. In addition, tasks may also include feeding support and assisting with client transfers.

Note: Service Providers are given the opportunity to declare their proficiencies and preferences upon sign-on and may "opt out" of services they are not willing to provide.

Time Requirement: The Service Provider is notified of assignments on a case-by-case basis. Service providers may accept or refuse the assignment at their sole discretion. There is no guarantee of hours with this position.

Reimbursement: \$0.42/kilometre travel allowance between clients when you visit 2 or more on the same day.

Responsibilities:

- At all times respect and protect client's right to confidentiality per SFCSC confidentiality agreement.
- Be professional and consistent with SFCSC values at all times while with SFCSC clients.
- Treat all clients with respect. Upon entering their home have a conversation with the client or their representative to ensure you come to a mutual understanding of expectations for your responsibilities/tasks while in the home.
- Complete requested household tasks in a thorough and efficient manner, being respectful of client's property and sensitive to their level of comfort with you in the home.
- Develop a positive, professional rapport with the clients that allows for open communication and feedback regarding the tasks you are completing for them.

- Maintain the client's right to dignity and privacy throughout all provisions of care.
- Maintain professional boundaries when developing client relations.
- Bring awareness to your surroundings and tasks taking note of any safety concerns for yourself or the client and responding appropriately per SFCSC guidelines.
- Record hours and obtain client signature at each visit for all clients. Submit hours bi-weekly, on a timely basis to the Program Supervisor.
- Report initial attendance to private pay clients matched through SFCSC to the Program Supervisor.
- Respond to new assignment offers in a timely manner (i.e. 1 day)
- Ensure forwardness and open communications with the Program Supervisor as it pertains to client care and wellness concerns.
- Attend any meetings of Service Providers as requested by SFCSC.

Required Skills and Experience:

- Personal Support Worker Diploma or Recreation and Leisure diploma or equivalent from a recognized institution.
- Experience providing personal care and household management services to others.
- Two positive references.
- Must have own transportation.
- Commitment to comply with SFCSC confidentiality agreement.
- Willingness to attend training or meetings as requested.

Orientation and Training:

- SFCSC will provide an orientation package, in addition to an organization tour.
- Regular meetings will be held with the Service Providers on a semi-annual basis, as a minimum.

Terms and Conditions:

- This is a casual position.
- Use of PPE in accordance with KFL&A Health recommendations is required.