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## Respite Caregiver Job Description

### Minimum Qualifications:

- a. Has experience providing in-home care to individuals with Intellectual/Developmental Disabilities or children in the child welfare system
- b. Meets all standards for employment eligibility in the U.S. (Note: Must be at least 18 years old to work in the Resource Family Respite Program. Minimum age is 16 if you are applying to work in our Regional Center Respite program for a family you already know.)
- c. Maintains a clear criminal record on nationwide and county misdemeanor and felony criminal databases (including no D.U.I. convictions within the past five years), with no record of violent, fiduciary, sexual, reckless driving, or illegal drug-related convictions.
- d. Provides at least two positive professional references and one positive unrelated personal reference
- e. Holds current CPR and First Aid training (online classes not valid unless provided through our agency)
- f. Is free of all communicable diseases. At time of hire can show proof of TB Clearance (if working in the Resource Family Respite Program)
- g. Maintains all training certification requirements for their position.
- h. Can safely lift a minimum of 50 lbs. and is physically capable of performing all assignments accepted.
- i. Must have a valid driver's license and maintain auto insurance minimum liability coverage of \$100,000/\$300,000 naming the employee, if submitting for mileage reimbursement. (Note: Company policy prohibits drivers under age 21 from transporting others.)

### Job Duties:

Employees are responsible for the direct care of the individual residing with their family or primary caregiver. The employee must work collaboratively with the customer families to schedule respite hours that do not have the employee working overtime, as specified per program and Wage Order 15 (Sunday – Saturday) for all CISS work combined, and do not exceed each family's authorized hours. Work hours are not guaranteed. The employee is responsible for regularly contacting CISS in writing to report their availability for additional work. The Respite Caregiver is expected to make themselves available to work the requested hours when sufficient notice has been provided. Frequent cancellations or lack of availability to support a customer family must timely be reported to CISS and may be grounds for termination.

The Respite Caregiver agrees to follow all CISS policies and procedures and will keep all individuals under their care safe and in good health at all times. Support provided to the individual may include but not be limited to Domestic Homecare or Personal Attendant duties such as: social play, homework assistance, meal preparation, help with personal hygiene and self-care skills (which may involve toileting and diaper care), supervision of medication self-administration, community integration, social facilitation, implementation of general positive behavioral supports, and overall companionship. All rest and meal periods are considered on-duty as the person in care cannot be left alone.

Other responsibilities of the Respite Caregiver include but are not limited to the following: recording any observed changes with or related to the individual receiving services and their environment; timely reporting any concerns, changes or injuries to the person in care within one business day to CISS management (written follow-up may be necessary); maintaining confidentiality according to CISS policy; and submitting accurate electronic visit verification (EVV) live time records.

**Work Hours:** Position is part-time, variable hour, non-exempt.

**Direct Reports:** None. Reports to the CEO or her designee.

n/a - For Reference Only

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**Applicant Signature**

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**Date**

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## Respite Caregiver Qualifications Agreement

I have reviewed the written job description within this application and the regulation requirements listed below for In-Home Respite Caregivers, which applies to those helping individuals with intellectual and developmental disabilities. [CCR17 §56792(e)]. I understand that, if hired, I must meet the requirements and minimum qualifications as stated to obtain and retain employment.

I have completed this application honestly. If hired, I agree to the terms and conditions of employment stated herein.

n/a - For Reference Only

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**Applicant Signature**

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**Date**

California Code of Regulations - Title 17  
Standards for In-House Respite Services Agencies  
Section 56792 - Personnel Functions and Qualifications

(e) The vendor shall assign staff to carry out in-home respite services.

(1) Each respite worker shall be responsible for the following functions:

(A) Performing the in-home respite services;

(B) Maintaining information as required in Sections 56796(a) and 56798(c)(2)(B) of these regulations; (which state that Respite Workers must keep documents indicating the dates and hours of service for each consumer; and case notes reflecting important events or information not documented elsewhere.)

(C) Obtaining information concerning any specific care needs unique to the individual consumer at the time, or prior to the time, when services are delivered.

(D) Obtaining phone numbers and locations where family members can be contacted during the provision of in-home respite services.

(2) The vendor shall not assign other duties to the respite worker from the above noted functions during hours that the worker is providing in-home respite services.

(3) The respite worker shall possess the following minimum qualifications:

(A) Has received Cardiopulmonary Resuscitation (CPR) and First Aid training from agencies offering such training, including, but not limited to, the American Red Cross;

(B) Education and experience required in the job description; and,

(C) The ability to perform the functions required in the service design.