



JOB ANNOUNCEMENT

Job Title: Manager of Respite Services

Work Hours: Full Time Monday-Friday (hours: 11:30am – 7:30pm; summer/weekend hours may vary)

Status: Non-Exempt

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Required Responsibilities

Under direct supervision of the Director of Intellectual and Developmental Disabilities, the Manager of Respite Services will be responsible for the implementation and planning of respite programming. The manager will be responsible for the supervision of all staff, and their training and development, in respite services.

Required Responsibilities

- Keep abreast of all state and agency regulations/operations procedures
- Responsible for the conduct, safety and supervision of individual participating in activities
- Prepare necessary equipment and/or supplies prior to scheduled activities and place such equipment in designated areas
- Assist to maintain order and operating procedures during program hours
- Maintain accurate data and tracking records on assigned individuals (i.e. incident reports, billing forms etc.)
- Participate/travel in activities within the community
- Availability for four overnight respites a year; includes four Friday-Sunday work days/nights
- Conduct a once a month, Parent Training Meeting in accordance to Family Support Programs with OPWDD.
- Provide supervision and leadership for a team of respite workers
- Participate in program development and implementation
- Meet with supervisory team on regular basis for exchange of information, brainstorming, and problem solving
- Required to participate in all duties as assigned by supervisor; not limited to, 1:1 individual supervision as needed

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, and running.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children’s activities, and complete records.
- Must be able to occasionally participate in sports and physical activities.
- Employees may be required to travel short distances.
- Cognitive capabilities are needed for objective analysis of variable situations.

Qualifications

Bachelor’s degree in Education, Social Work, Human Services or related field required. One year experience working in a diverse population with people performing case management skills. Valid and clean NYS driver’s license and clean driving record required.

- Must have demonstrated interpersonal skills
- Must have demonstrated organizational skills
- Must have excellent oral and written communication skills
- Must have computer literacy skills and a demonstrated ability to adapt to new computer software
- Must be cleared through an employee background fingerprint Criminal History Review, the NY State Central Registry, SEL Notice and a Mental Health background check.
- Valid driver’s license and ability to pass a driving background check and/or have access to reliable transportation

I _____ understand the duties and responsibilities associated with the above job description and will inquire to the immediate supervisor with any questions related to the above description. I further understand, that I am responsible to fulfill the duties of the above and seek guidance and support where appropriate to accomplish the duties as outlined above.

Signature (Employee)

Date

Signature (Immediate Supervisor)

Date

Signature (Human Resources)

Date

THIS JOB ANNOUNCEMENT DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time, as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce, which mirrors the diversity of recipients of agency services. We are an Equal Opportunity Employer
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