



Job Description
Enhanced Respite Caregiver

Minimum Qualifications:

- a. Bachelor's or Master's degree in Psychology, Education or a related field and 6 months of experience implementing behavioral supports with children/adults who have special needs
OR Has a minimum of verifiable 2 years of experience implementing behavioral supports with children/adults with special needs
- b. Is at least eighteen (18) years old, and is eligible to work in the U.S.
- c. Must be able to speak and write fluently in English; bilingual English/Spanish preferred
- d. Pass DOJ livescan fingerprinting, nationwide criminal record search and county misdemeanor and felony criminal record searches (including no D.U.I. convictions within the past seven years), with no convictions of a violent, sexual, fiduciary, reckless driving, DUI/DWI, or illegal drug possession nature.
- e. Provides at least two positive professional references and one personal reference
- f. Has received CPR and First Aid training
- g. Meets all training requirements for their position within mandatory training timelines, and maintains certification as an Enhanced Respite Caregiver
- h. Can safely lift a minimum of 50 lbs. and is physically capable of performing the tasks associated with each assignment accepted
- i. Maintains a valid CA driver's license and reliable method of transportation. Must have valid driver's license and auto insurance in their name if submitting for mileage reimbursement (Note: company policy prohibits drivers under age twenty-one from transporting others)

Job Duties:

Responsible for all job duties in the general Respite Caregiver Job Description (see attached) and will follow all policies and procedures in the CISS Employee Handbook.

In the Enhanced Respite (ER) program (aka Enhanced Behavior Services), the ER Caregiver agrees to timely, accurately, and effectively implement the approved behavioral program for the child receiving care. Training will be provided to the ER Caregiver by the CISS Behavioral Consultant and/or by the behavioral agency responsible for creating, implementing and overseeing the behavioral plan. Attendance at monthly trainings is mandatory for continued employment in this program.

The ER Caregiver is expected to work collaboratively with all individuals and service providers working with the child and family. Timely, clear and concise data tracking for progress on behavioral plans is expected.

Work Hours: Position is part-time, on-call, non-exempt. Work assignments and duties are directed by CISS, but scheduling is determined between the family and the CISS employee up to the authorized amount. Work is not guaranteed and employees are required to report their availability each week to the office to request additional work. Timesheets are due every two (2) weeks according to the posted schedule.

Wage: Dependent upon experience. Varies from \$12.50/hr to \$14/hr.
Minimum wage paid for three days of mandatory orientation training.
Mileage reimbursement available.

Direct Reports: None. Reports to the Director of Operations/CEO