

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Relief Worker	STATUS:	Non-Exempt
DEPARTMENT:	Gateways	W/C#	8865
EEO CODE:	9	GRADE LEVEL:	175

PRIMARY FUNCTIONS:

The primary function of the Relief Worker is to assume the duties, tasks and responsibilities of a regular staff member during his/her absence. The Relief Worker provides a continuity of service through hands-on assistance to residents of the program while maintaining a safe environment. Duties may be performed while working alone or with a co-worker and may be performed during a day-time or overnight shift.

SPECIFIC DUTIES:

1. Be available on a per-diem basis.
2. Never leave the facility unattended.
3. Read weekly recent case notes, daily log and incident reports to understand the day's situation and each resident's status.
4. Supervise, instruct and assist with the completion of resident's apartment/bedroom chores, house chores, laundry, meal preparation, other daily routines as identified or scheduled for the shift and any planned group and/or individual activities with residents.
5. Provide direction and support to residents by addressing resident issues and providing appropriate necessary assistance particularly with regard to crisis situations, as they arise.
6. Monitor resident activity and whereabouts, if not in the facility. Room checks are done hourly in the SILP Program and during the over-night hours at all facilities.
7. Monitor all visitors to the SILP facility and maintain client and visitor curfews as well as policies. No visitors are allowed at SPE or the Community residence (unless prior approval was obtained).
8. Maintain documentation in the Daily/Shift Log and/or Client/Progress Notes that pertains to significant events - progress toward goals, daily struggles, difficulty with other residents, collateral contacts with resident's providers, resident medications, or staff interaction with resident.
9. Follow each program's medication protocols.
10. Arrange for transportation as deemed necessary by each program's practice with regard to emergencies, scheduled appointments, pharmacy and community or agency activities
11. At the Community Residence - remove food items from freezer that will be needed for next day's meal preparation, clean staff bathroom, empty trash, check thermostats in freezer and refrigerators and log them.
12. Follow agency safety, and emergency protocols Carry panic alarms and/or cell phones. Know the emergency contacts and the location of emergency supplies at each facility.
13. Keep abreast of and follow all program policies and procedures.
14. Attend any mandatory staff meetings and staff development trainings.
15. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Supervisor of designed program (Emergency Shelter, Community Residence and/or Lasting Success)

QUALIFICATIONS:

High School Diploma or GED.

A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.

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- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Ability to understand the concept of "mandated reporter" and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect.
- Correctly follow procedures for mandated reporting and responding.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.