

The Arc Noble County Foundations

Job Description: Respite Provider

Essential Job Functions: The Respite provider offers short-term relief to primary caregivers of individuals with intellectual, developmental, or physical disabilities while embracing the agency's mission and vision. The Respite Provider will ensure the needs of the individual are met in an inclusive setting while fostering independence and community integration. Job duties may include, but are not limited to, the following:

- Support each individual in activities that promote health, safety, socialization, and community involvement;
- Encourage each individual to discover their best life in context of their community, if applicable;
- Develop opportunities to include each individual in the community to the fullest extent possible;
- Provide direct support, positive direction and assistance to each individual as outlined in each individual's Person Centered Individual Support Plan (PCISP), risk plans and in cooperation with the individual's team;
- Ensure health and safety by following all health, safety and emergency procedures while encouraging individuals to do the same;
- Assist an individual with personal care, when necessary;
- Assess and instruct each individual in the performance of tasks such as, but not limited to, independent living skills, grooming and personal hygiene, and meal preparation, serving and cleanup;
- Ensure each individual exercises rights and rights are not restricted without due process;
- Ensure each individual is treated with dignity and respect;
- Complete all applicable documentation;
- Provide transportation, as necessary, to individuals supported by the agency; applicant please initial here: _____;
- Work in various locations (if necessary);
- Flexible scheduling is required. Availability during evenings, weekends, and holidays may be needed.
- Complete other duties as assigned.

Special Considerations for Respite providers (Communication while working remotely is key to the success in the position.):

- Utilizes the EVV system to start service and end service.
- Submits Respite documentation by the end of your shift via Microsoft Teams.
- Notifies program managers or CEO of incident reports or other significant issues.

Reports to the Community Life Director.

Qualifications: Must be 18 years of age and meet the physical demands, and other competencies as further outlined in this job description.

Certificates, Licenses or Registrations: As applicable, must possess a valid driver's license and good driving record as defined by the agency's policies. Must have access to a vehicle in sound operating condition and proof of current auto insurance. Must have clear background checks and certifications as defined by regulations and policies. Must be CPR, first aid, and AED certified. Must pass, obtain, and maintain the Home & Community Support Professional Certificate through the Indiana Family & Social Services Administration. This position does not pass any medications. Must complete and pass any trainings as specified by the agency.

Physical Demands: Ability to do daily standing, bending, and lifting, to sit for long periods of time and to secure wheelchairs in accessible vehicles.

Other Competencies (skills, abilities, behavior): The successful candidate will be punctual, flexible in respect to hours of work, work location and changing conditions, manage diverse relationships, plan ahead, problem solve, work as a team, demonstrate an interest in and empathy for individuals, and successfully complete and apply all training.

Created June 18, 2025. Updated by CEO 07/30/2025 to add requirement of HCSP certificate and trainings specified by the agency. Updated February 2026 to reflect change in reports to. Revised by the CEO July 2026 to reflect this position does not pass medications to align with the new requirement of the Home & Community Support Professional Medication Administration (MedAdmin) training and presented to the Board August 2026.

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Receipt of Job Description

I, _____, have received the job
description for Respite Provider.

Signature: _____

Signature of direct supervisor: _____

Date: _____

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