

GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

RESPITE HOUSE AIDE

REPORTING RELATIONSHIP: Under the supervision of the Respite House Coordinator.

SUMMARY OF DUTIES: Part time and per diem openings. Respite House Aide is a member of the Residential Services Team and provides support and supervision of guests residing in a 24-hour/7-day a week residential respite facility which provides short term/temporary housing to individuals in need. Assists guests in the carrying out of daily household tasks. In the even that guests are unable to complete household tasks, the Respite Housing Aide is ultimately responsible for ensuring the completion of all household tasks including but not limited to the removal of trash, laundering of bedding and other textiles, and the cleaning and disinfecting of guest bedrooms. Assists guests in navigating community services as well as communicate with referral sources to ensure care coordination. Conducts ongoing and routine safety checks or “rounds” during shifts which helps to ensure overall safety. Reinforce House Rules and those related parts of the Residency Agreement. Screens and case conference potential respite guests. Work with Respite Coordinator and Respite Team to determine appropriateness of referral. Maintain shift log per scheduled shift and communicate with previous/relief staff regarding daily events and/or concerns. Develops and maintains Individual Daily Case Notes. Conduct room searches if need arises. Work as part of comprehensive team to ensure staff coverage in 24/7 facility. Attend training sessions in order to expand and enhance knowledge and skills and assists in training of new staff members and or student interns. Pre-employment background/post offer drug screening required. Must be addiction-free including tobacco and valid NYS driver’s license.

QUALIFICATIONS: High School Graduate (College Preferred). Must possess strong interpersonal and engagement skills along with excellent written and verbal skills. Strong computer skills required/ experience with EMR system is a plus. Must be self-directed and flexible in order to meet the needs of guests, administration, and management. Valid NYS license and method of transportation required. This is an hourly nonexempt position. EOE

LOCATION: GCASA Respite House

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

12/11/19

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.