

# **Respite Care of Williamsburg United Methodist Church**

## **Respite Caregiver Position Description**

### **About the Program**

Respite Care of Williamsburg United Methodist Church is an afternoon social engagement program designed for dependent seniors. The program provides a safe, supportive and stimulating environment where members enjoy a meal, conversation and activities while their caregivers receive the time to attend to their own needs.

### **Position Description**

The Respite Caregiver is a member of the Respite Care Team working alongside other staff and volunteers to provide daily activities designed to ensure the safety, comfort, well-being, and enjoyment of each member. This is a part-time position typically 1-2 days per week from 11:30am -5:00 pm. Additional days and flexibility to adjust scheduled days when needed may be required.

### **Essential Responsibilities**

- Lead Daily Activities and Conversations by planning craft activities, cognitive games, chair exercises and discussions that encourage engagement and socialization.
- Support mobility of members by assisting with transfers and ambulation.
- Provide toileting assistance by escorting members to the restroom and providing occasional monitoring and verbal cues as needed.
- Maintain a safe environment by following established safety standards and ensuring well-being of members.
- Assist with cleaning of the kitchen and dining area after lunch and snack, wiping down restrooms after member use and keeping the activity room clean and organized.
- Assist with meal and snack preparation.
- Provide support to members by ensuring all members feel safe, secure, included and engaged and offering reassurance and redirection to members as needed.
- Document daily care by completing daily log and documentation for each member and apprising manager of any changes or concerns.
- Participate in monthly staff meetings and scheduled training sessions.

## **Qualifications**

- Experience providing for individuals living with dementia and cognitive impairment.
- A passion for serving and enhancing the well-being of dependent adults.
- Ability to provide compassionate, respectful, and person-centered approach, ensuring every individual is treated with dignity and respect.
- Physical ability to assist members with ambulation.

## **Special Requirements**

- Submit to random drug screening.
- Unencumbered Police background check.
- Submit *Report of TB Screening* upon employment entry, and annually thereafter.
- Current Adult First Aid/CPR/AED Certification or ability to obtain within 30 days of hire.
- Signed Forms: Oath of Personal Responsibility, Confidentiality Statement, Photographic Release, and Safe Sanctuaries Acknowledgement.
- Successful completion of Safe Sanctuaries Online Training before employment and skills testing by conclusion of 3-month probationary period.

## **Supervision**

The Respite Caregiver Reports to the Respite Care Manager or designee and The Respite Care Manager reports to the Respite Care Executive Director.

## **How to Apply**

Please submit resume and cover letter to Ellen Bushman, Executive Director  
[respitedirector@williamsburgumc.org](mailto:respitedirector@williamsburgumc.org) or mail to  
Respite Care  
Attn: Ellen Bushman  
500 Jamestown Rd  
Williamsburg, VA 23185