CONTRACT Respite Support Worker Job Description

Responsible to: Director of Programs
Supervisor: Primary House Parent

Areas of Responsibility: Assist House Parents part-time in caring for home and residents

Contribute to Growth and Development of Residents

- Provide mentorship, support, and discipleship to the youth who reside in The Home, and additionally to those who connect to The Home as time allows (past residents, frequent house guests, etc.)
- Follow monthly care plans with each resident, as directed by Primary House Parent
- Contribute to case management by partnering with professional supports when needed (other Inner Hope personnel, school staff, counsellor, social worker, etc.)
- Develop supportive relationships with residents' families and incorporate their families into The Home as opportunities arise
- Undertake crisis intervention when necessary

Community-Building

- Maintain community and a supportive home environment through activities within and outside The Home (e.g. social outings)
- Be an actively engaged, present role model
- Maintain The Home as a safe place for all youth, guests, and staff
- Ensure appropriate supervision is in place if not at The Home for a brief period
- Facilitate weekly house meeting during House Parents' extended vacations (up to 6 weeks per calendar year, divided into periods of 1-2 weeks)
- Host or attend celebrations for residents (birthdays, holidays, graduations, etc.) as needed

House Operations

- Encourage the involvement of youth in household chores and house life
- Upkeep and participate in household management and systems (cleaning, meal preparation, etc.)

Resident Intake

- When scheduled for a respite shift, support short-term and emergency stays until House Parents are able do full intake assessment

Communicate with House Parents

- Update House Parents if household staples are running low
- Strategize with House Parents about resident care and contribute to informed case management

Maintain Records

- Assist with updates to resident cover sheets (emergency contact information, health care number, etc.)
- Track expenses incurred during respite shifts
- Assist with upkeep of Inner Hope logbook (guests, meals served, etc.)
- Complete Incident Reports for The Home when necessary

Partner with IHYM staff

- Meet weekly with House Parent(s)
- Attend annual retreat for IHYM staff and contractors

All other duties as assigned by supervisor