



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦  
[www.reachak.org](http://www.reachak.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

---

## **JOB ANNOUNCEMENT**

**POSITION:** **RESPITE PROVIDER (Part-Time/On-Call)\***  
*\*Hours worked may vary, depending on caseload & clients' Individual needs. Potential for additional hours assigned*

**POSITION #:** **04A-021509**

**DEPARTMENT:** **Respite Services**

**SALARY:** **Competitive Salary, D.O.E.**

**CLOSING DATE:** **Ongoing Recruitment**

---

**DUTIES & RESPONSIBILITIES:** This position provides temporary care to individuals of all ages (infant to adult) who experience developmental disabilities. Provides relief to primary caregivers from the constant responsibility of caring for an individual. Fulfills the role of caregiver, companion, or peer; providing basic physical care to meet the particular needs of each individual. Duties may include feeding, bathing, dressing, transferring, attending to personal hygiene, and operating adaptive equipment. Creates and engages individuals in stimulating activities which contribute to their growth and development. Maintains open communication between providers, primary caregiver(s), and family members, and remains sensitive and supportive to their needs. Represents the Agency in a positive and professional manner at all times, especially when in public places with individuals who are receiving services. Returns phone calls and answers messages from respite coordinator, primary caregiver(s), and family members in a timely manner. Complete all required Agency paperwork and documentation in a timely manner. Maintain a safe environment for clients at all times, taking into consideration their special needs; and be prepared to respond to an emergency situation, if necessary. Complies with all Agency policies and procedures, and ensures client confidentiality as prescribed by Agency Policy and various Federal and State Laws. Work is primarily performed within the client's home, or in the community. Ideal position for someone looking for part-time employment (retired, college student, or someone seeking to supplement their present income). Potential for additional hours & other career opportunities within Agency.

**- CONTINUED ON REVERSE SIDE -**

**QUALIFICATIONS:** A self-starter, who is conscientious, compassionate, patient, and understanding of the client's health, safety, development, and enjoyment of life. Strong interpersonal and written communication skills. Excellent organization, documentation, and time management skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously. Effective problem solving skills. Must possess the ability to work independently, and the desire to function as a team member. Ability to assist clients in their daily activities, which may require occasional heavy lifting, or transferring of individual.

**REQUIREMENTS:** High School Diploma or G.E.D. required. Minimum age 18\*, if driving is not required. Minimum 6 months experience (paid or volunteer) providing care to persons with disabilities, preferred. TB clearance required. CPR and First Aid Certification is required within the first thirty (30) days of employment. Successful applicant will be required to undergo a DHSS criminal background and fingerprint check, prior to employment. *Driving may be a requirement of this position. \*If driving is required, applicant must be at least 21 years of age and will be required to possess a current Alaska Driver's License; have been a licensed driver for a minimum of three years; and provide Agency with proof of current Auto Insurance Coverage and successful State Motor Vehicle "Full History" Driver's Report, prior to employment.*

**APPLICATION PROCESS:** Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ [www.reachak.org](http://www.reachak.org) Please submit a completed REACH, Inc Application for Employment, and resume to Human Resources Director; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc.

***Please Note: : REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.***