



Arizona Autism United

5025 E Washington St

Suite 212

Phoenix, AZ 85034

Job Description: Respite Care Provider

Respite Care Providers provide individualized care in the home or community setting of the person served, and report to the person served and/or parents/guardians, as well as AZA United program supervisors.

Responsibilities:

- Provide short-term care and supervision to provide relief for primary caregivers.
- Provide for the social, emotional, and physical needs of the individual served.
- Ensure provision of food to meet daily dietary needs, including therapeutic diet if prescribed.
- Arrive on-time and staying for entire duration of scheduled appointments.
- Notify families served and AZA United immediately when scheduled shifts are cancelled.
- Submit required paperwork in an accurate and timely fashion, including timesheets, incident reports, and changes of employment information (i.e. contact information, etc.).
- Maintain required certifications including CPR, First Aid, and Article 9.
- Maintain open and good communication with family and AZA United administration.

Qualifications:

- At least 18 years of age
- 6 months of experience in child care or caring for others
- Pass criminal history check and fingerprint clearance
- Sufficient reading, writing and oral communication skills
- Adept at listening to and interpreting needs of child & family
- Successfully complete required training and certifications (e.g., CPR, First Aid, Article 9, New Employee Orientation, etc.)

Critical Functions may include but are not necessarily limited to:

- Be able to lift 25 – 50 lbs
- Be able to run short distances, sit on the floor, bend down, squat & kneel
- Have reliable transportation
- Administer physical and verbal prompts to assist child in general skills and activities
- Respond positively and appropriately to child's behaviors and verbalizations, consistent with the personal values and direction expressed by the child's family and/or AZA United supervisors

(602) 773-5773 [office]

(602) 273-9108 [fax]

www.AZAUnited.org



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Job Description: Attendant Care Provider

Attendant Care Providers provide care and attend to basic daily living tasks that the person served cannot do without assistance in the home or community setting of the person served, and report to the person served and/or parents/guardians, as well as AZA United program supervisors.

Responsibilities:

- Provide short-term care and attend to basic daily living needs that the person cannot do without assistance, such as toileting, preparing meals, laundry, and personal hygiene.
- Provide for the social, emotional, and physical needs of the individual served.
- Ensure provision of food to meet daily dietary needs, including therapeutic diet if prescribed.
- Arrive on-time and staying for entire duration of scheduled appointments.
- Notify families served and AZA United immediately when scheduled shifts are cancelled.
- Submit required paperwork in an accurate and timely fashion, including timesheets, incident reports, and changes of employment information (i.e. contact information, etc.).
- Maintain required certifications including CPR, First Aid, and Article 9.
- Maintain open and good communication with family and AZA United administration.
- Attendant Care Providers are also approved to provide respite care if desired.

Qualifications:

- At least 18 years of age
- 6 months of experience in child care or caring for others
- Pass criminal history check and fingerprint clearance
- Sufficient reading, writing and oral communication skills
- Adept at listening to and interpreting needs of child & family
- Successfully complete required training and certifications (e.g., CPR, First Aid, Article 9, New Employee Orientation, etc.)
- Successfully complete Principles of Caregiving training and other continuing education classes, as required by AHCCCS (www.azdirectcare.org)

Critical Functions may include but are not necessarily limited to:

- Be able to lift 25 – 50 lbs
- Be able to run short distances, sit on the floor, bend down, squat & kneel
- Have reliable transportation
- Administer physical and verbal prompts to assist child in general skills and activities
- Respond positively and appropriately to child's behaviors and verbalizations, consistent with the personal values and direction expressed by the child's family and/or AZA United supervisors
- Conduct all necessary tasks to fulfill the individualized attendant care needs for each person served

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