



VACANCY ANNOUNCEMENT

Respite Counselor

Department:	Respite Program
Responsible to:	Director of Consumer Programs
Supervises:	None
Hours:	Weekends (Friday 6:00pm – Sunday 2:00pm)
Classification:	Non-Exempt

QUALIFICATIONS

1. Minimum of High School diploma and two years experience working directly with persons with Intellectual disabilities; Bachelor's Degree in Education, Human Services or Psychology preferred.
2. Must be 18 years of age or older.
3. Excellent written and oral communication skills are required.
4. Meet clearances for FBI, child abuse and criminal history.
5. Must have reliable transportation, valid driver's license and auto insurance, and good driving record.

DUTIES AND RESPONSIBILITIES

Essential Functions

1. Demonstrate a commitment to the mission and values of the Arc; conducting oneself in a professional manner at all times.
2. Responsible for the health, personal care needs, safety and general welfare of all participants involved in the Respite weekend.
3. Responsible to assist in planning and implementing daily activities with other Respite Staff to meet the needs and interests of the consumer participants.
4. Take part in all activities offering participants encouragement and positive reinforcement.
5. Responsible for preparation of all meals.
6. Motivate participants to learn new skills..
7. Encourages participants to achieve greater independence
8. Responsible to the Director of Consumer Programs for notification of sickness/injury and to assist with basic first aid as needed by participants.
9. Responsible at all times for the appearance and cleanliness of the Respite Camp.

Interested applicants should email resume and cover letter to hr@arcofdc.org. Or mail them to The Arc of Dauphin County, Attn: Ashley Carter, 2569 Walnut St, Harrisburg, PA 17103