

CARING FRIENDS
ST. PAUL'S RESPITE MINISTRY
Staffing

General: Some responsibilities can be included in other positions. However, a director **and** an assistant director are essential for coverage in the event of absences and emergencies. Also, one or both will need to have experience working with elders and have medical experience sufficient to handle minor medical situations, first aid and CPR.

Director – duties to include oversight of all aspects of program, interviewing of prospective friends, interviewing of companions, first response to emergency situations, evaluation of continued participation by friends and companions, ongoing contact availability for care-givers and prospective friends.

Assistant Director – duties to include back-up for Director in all areas. Supervise and document medications taken by friends during the day.

Activities Director – duties to include planning of all activities; obtaining, maintaining and storing of all supplies; determining schedule of activities; initiating, supervising and implementing activities; facilitating movement from one activity to the next.

Food Coordinator – supervision of all food events – snack or morning welcome and lunch. May include menu planning, purchasing, preparing, serving and clean-up. Follow special diet requirements.

Office support – maintain all documentation regarding friends, maintain volunteer/companion information, file all other documentation. Record attendance and fee information. Send billing letter if necessary. Track all expense spending.

Companions – stay with assigned friend throughout time at respite care. Provide support for activities, lunch, and mobility as needed. Encourage independence as much as possible).

All staff should learn all friends' names as well as those of the staff and other companions.