



**NEVADA RURAL COUNTIES RETIRED AND SENIOR VOLUNTEER PROGRAM
RESPITE PROGRAM ASSISTANT
JOB ANNOUNCEMENT**

TITLE: Respite Program Assistant
PAY CLASS: Full Time, occasional evenings, and weekends.
REPORTS TO: RSVP Program Director
LOCATION: Carson City, NV

Nevada Rural Counties RSVP Program, Inc. (RSVP) is a non-profit organization whose mission is to provide lifesaving volunteer programs that help seniors maintain their dignity, self-respect & independence. We are looking for an individual who brings both a high level of professionalism and a passion for our mission.

JOB SUMMARY

Under the supervision of the RSVP Program Director, the Respite Program Assistant is responsible for providing administrative support to team members throughout the planning and implementation of the respite program - including respite worker and client recruitment, client intake, respite worker training, SAMS Data entry and Volunteer Reporter Data entry. Prepares Respite Reports as required.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist in responsibility in coordinating care to respite clients by supervising respite care workers and coordinating care with respite client families and volunteers.
- Assists in providing on-going feedback and evaluation to respite volunteers.
- Prepare documentation for grants.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Organize and maintain filing systems; maintain records related to the assigned area of responsibility.
- Assist in conducting initial phone or in-person contact with new clients.
- Assist in preparing initial paperwork and explaining respite services to the client's family.
- Providing on-going support to the client's family and changing care plans as needed.
- Assist in provide overall support for all RSVP Programs, such as, respite worker and client recruitment, client and volunteer intake, volunteer background checks and training, SAMS Data entry, and Volunteer Reporter Data entry.
- Assist in conducting supervisory visits with clients and caregivers to ensure superior quality care is being provided to clients.
- Assist in scheduling to make sure that clients and caregivers are receiving the expected level of care.
- Receiving and responding promptly to messages regarding visit changes from families or respite care workers
- Perform other duties and/or projects as assigned.

QUALIFICATIONS FOR THIS POSITION ARE AS FOLLOWS:

- Associate degree preferred.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.

- Possess a valid Nevada Driver License and successfully pass a formal background check.
- Must be willing to travel to rural Nevada program sites to recruit and engage respite workers.
- Excellent written and verbal communication skills
- Proficient in Windows/Microsoft Office.
- Highly accurate and detail oriented with strong organization skills.

COMPENSATION: \$32,000 annual salary

BENEFITS: Accrue 15 days annual leave. Sick leave same as annual leave

MEDICAL, VISION, and
DENTAL INSURANCE: Fully paid for the individual.

RETIREMENT: Percentage of salary each year at a figure set by Board of Directors.

Please send cover letter and resume to
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate St., Suite 6
Carson City, NV 89706
or call 775-687-4680 for email address.