



**NEVADA RURAL COUNTIES RETIRED AND SENIOR VOLUNTEER PROGRAM  
RESPIRE PROGRAM MANAGER  
JOB ANNOUNCEMENT**

TITLE: Respice Program Manager  
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 Respice Program Manager is responsible for managing the respice program - including respice worker and client recruitment, client intake, respice worker training, SAMS Data entry and Volunteer Reporter Data entry. Also provides Respice Education Support Tools (REST) training and Dementia Friends training to volunteers and the communities RSVP serves. Prepares Respice Reports as required. Serves as the point of contact for clients.

**KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Assuming responsibility in coordinating care to respice clients by supervising respice care workers and coordinating care with respice client families and volunteers.
- Providing on-going feedback and evaluation to respice volunteers.
- Working with program director, respice workers, and clients to resolve issues that may arise regarding care.
- 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.
- Coordinating respice care plans for new and existing clients.
- Conducting initial phone or in-person contact with new clients.
- Preparing initial paperwork and explaining respice services to the client's family.
- Conducting initial in-home client visits and writing a care plan based on client needs.
- Providing on-going support to the client's family and changing care plans as needed.
- Provide overall support for the Respice Program such as respice worker and client recruitment, client intake, volunteer background checks and training, SAMS Data entry, and Volunteer Reporter Data entry.
- Conducting supervisory visits with clients and caregivers to ensure superior quality care is being provided to clients.
- Working with management to develop processes, procedures, and documentation for the respice program.
- 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 respice care workers
- Perform other duties and/or projects as assigned.

QUALIFICATIONS FOR THIS POSITION ARE AS FOLLOWS:

- Bachelor's 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: \$40,000 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.