

# Respite Counselor

## **Rising Treetops at Oakhurst**

**Location:** Oakhurst, New Jersey

**Position Type:** Contract (In-Person)

**Dates:** September through June

**Compensation:** \$845.00 per week

**Housing:** Room and board provided

## **Position Overview**

Since 1906, Rising Treetops at Oakhurst has provided year-round services to children and adults with special needs through summer camp, overnight respite (planned and emergency), and day respite care programs.

Respite Counselors provide direct care and supervision to clients, supporting their daily living needs while creating a safe, engaging, and inclusive environment. Staff receive training to meet the diverse needs of individuals with a wide range of abilities, including autism.

## **Position Goal**

The goal of this position is to support clients in successfully adjusting RTO's environment, meet their physical care needs in accordance with organizational policies, and provide opportunities to participate in adapted therapeutic recreational activities.

## **Client Care Responsibilities**

- Assist clients with activities of daily living, including dressing, bathing, feeding, toileting, and transfers
- Safely lift and support clients (must be able to lift 50+ lbs.)
- Learn and follow individualized care needs through direct communication, briefings, and documentation
- Monitor and respond to client needs, including toileting routines, medication schedules, allergies, and health precautions
- Provide care in a safe, respectful, and dignified manner, following proper hygiene and safety protocols
- Report discrepancies between documented care plans and actual needs to a supervisor
- Document care discrepancies within 72 hours of client arrival

## **Client Support & Adjustment Responsibilities**

- Prepare for client arrivals (bed setup, cabin organization, labeling personal spaces, etc.)
- Foster a sense of belonging and emotional safety for each client
- Maintain a clean, safe, and organized living environment
- Encourage cooperation, independence, and respect for others
- Address and discourage bullying, aggression, or inappropriate behavior
- Set consistent expectations in collaboration with team members
- Implement approved behavior support strategies

## **Program & Activity Responsibilities**

- Plan and lead group activities such as games, crafts, trips, storytelling, and social events
- Adapt activities to meet individual physical, cognitive, and social needs
- Encourage participation and engagement from all clients
- Maintain and return program supplies appropriately
- Support fellow staff in activities and contribute to a positive team environment
- Evaluate and enhance activity offerings to improve client experience

## **General Responsibilities**

- Follow assigned duty and program schedules, maintaining punctuality
- Assume Overnight Duty (OD) responsibilities when assigned
- Attend case conferences and complete client evaluations
- Maintain confidentiality at all times
- Report health concerns and incidents to nursing staff promptly
- Conduct clothing inventories at the beginning and end of sessions
- Remain on duty during emergencies
- Immediately report any suspected or observed abuse or neglect to a supervisor or director

## **Qualifications**

- Ability to pass a background check
- Ability to meet the physical demands of the position
- Strong communication, teamwork, and interpersonal skills
- Willingness to learn and follow established policies and procedures

## **Additional Information**

- Contract renewal may be possible
- Pay frequency: Bi-weekly or twice monthly
- This position is not remote

## **How to Apply**

Please submit your resume for review to [kelly@risingtreetops.org](mailto:kelly@risingtreetops.org) Qualified candidates will be contacted directly.