

# Job Posting Respite Care Office Manager Position



Position Title: Office Manager

Reports To: Executive Director

Hours: 40 hours per week, Monday-Friday fixed 8-5 schedule with set lunch hour. May include minimal evening and weekend hours

## POSITION SUMMARY

**Mission Statement:** Respite Care, Inc. is a non-profit organization in Larimer County that is providing short term quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.

**Philosophy:** Respite Care believes that a child with special needs is a child first and his or her challenges are secondary. With this mission and philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual child.

**Scope of Position:** The Office Manager is the first contact by phone or in person for all guests and clients. They manage both the office and facility and are responsible for varied record keeping tasks and HR responsibilities

<b>Responsibilities/Essential Functions</b>
<ul style="list-style-type: none"><li>• Customer service including first contact by phone or in person</li><li>• Human Resources - Payroll preparation Tracking benefits</li><li>• Office/Facility - Ordering supplies, Household maintenance, Fire and Health Department inspections</li><li>• Record Keeping - Parent Billing and child time card audits, Administrative records, Grant reports</li><li>• Other duties as assigned</li></ul>
<b>Minimum Requirements</b>
<ul style="list-style-type: none"><li>• Support and belief in the Respite Care Mission, Philosophy and culture</li><li>• 2-5 years' experience in Customer Service Field</li><li>• Excellent verbal and written communication skills in person, on line and via phone</li><li>• Team member who is able to successfully work in a fast paced and loud environment with many distractions</li><li>• Skilled in MS Office, Word, Publisher, Excel, PowerPoint, and other web-based programs</li><li>• Demonstrates organizational skills and attention to detail</li><li>• Must be able to lift 50 pounds</li></ul>
<b>Preferred Qualifications</b>
<ul style="list-style-type: none"><li>• Bachelor's degree</li><li>• Experience trouble shooting a variety of computer issues using Windows based systems</li><li>• Familiar with Google Suite</li><li>• Experience working with children</li></ul>

## Application Process

1. Submit cover letter of interest and resume that includes summary of past 5 years of applicable experience with contact information for supervisor(s) during that time period
2. Submit by email or mail to:  
LeAnn Massey  
6203 S. Lemay  
Fort Collins, CO 80525  
leann@respitcareinc.org