



**Respite Care Mission Statement:** Respite Care, Inc. is a nonprofit organization in Larimer County that provides short term, quality care for children with developmental disabilities, giving respite to their families, and enhancing the quality of life for the entire family.

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

<p><b>Job Title and Description</b></p> <p>JOB TITLE: Child Care Specialist          FLSA CLASSIFICATION: Nonexempt          EMPLOYMENT STATUS: Regular, Part-Time          HOURLY WAGE: \$12.50 - \$16 per hour, depending on experience and education          WORK HOURS: 20-36 hours per week, days and schedules may vary          REPORTS TO: Staff Manager          REVISION DATE: 02/10/2021</p>
<p><b>Scope of Position</b></p> <p>The Child Care Specialist plays an important role at Respite Care, Inc. because they are responsible for engaging and supervising children with developmental disabilities between the ages of 6 weeks and 21 years. Each Child Care Specialist contributes to engaging children in developmentally appropriate activities and maintaining a clean, safe, environment. They also learn and support each child’s individual needs, including behavior plans, toileting routines, feeding techniques, dietary needs, and medication needs.</p>
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Leading child care activities</li> <li>2. Charting and maintaining child care records</li> <li>3. Providing behavior management and support</li> <li>4. Communicating with parents daily</li> <li>5. Completing household duties, including cleaning up after mealtimes, laundry, vacuuming, and others</li> <li>6. Maintaining confidentiality</li> <li>7. Administering medications (after minimum of 3 months employment and completion of required trainings)</li> <li>8. Completing all necessary trainings</li> <li>9. Other duties as assigned</li> </ol>
<p><b>Working Conditions</b></p> <ul style="list-style-type: none"> <li>• Ability to use computers and look at monitors several times per day</li> <li>• Ability to communicate professionally via email, phone, and in person</li> <li>• Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs.</li> <li>• Ability to sit, stand, or play for up to 8 hours per day</li> </ul>
<p><b>Qualifications</b></p>

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| <ol style="list-style-type: none"><li>1. Must be a reliable and engaged team member who prioritizes effective communication</li><li>2. Must be adaptable, solutions oriented, and have a positive attitude</li><li>3. Early Childhood Teacher certification preferred but not required</li></ol> |
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<b>Hours and Time Off</b>
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| <ul style="list-style-type: none"><li>• Must be available a minimum of 20 hours per week</li><li>• Must be available 1 weekend day per week</li><li>• Must be available to attend staff meetings 1-2 evenings per month</li><li>• Must be available to attend occasional weekend events, including staff retreats and fundraising events</li><li>• Time off must be approved in advance by Staff Manager</li></ul> |
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<b>Supervisory Responsibilities</b>
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This position oversees volunteers.
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### **Equal Opportunity Statement**

Respite Care, Inc. provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

### **At-Will Employment**

All employment with Respite Care, Inc. is voluntary and is subject to termination by you or Respite Care, Inc. at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, that Respite Care, Inc. will continue your employment for any set period of time.

### **Additional Duties**

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Activities, duties, and responsibilities may change at any time with or without notice with direction from Respite Care, Inc.

Applicant signature below constitutes applicant's understanding of the requirements and essential function and duties of the position.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

