



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

Respite Care 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.

Job Title and Description
JOB TITLE: Child Care Specialist (Part-Time) FLSA CLASSIFICATION: Nonexempt EMPLOYMENT STATUS: Regular, Part Time HOURLY WAGE: \$16.00 - \$18.00 per hour, depending on experience and education WORK HOURS: 20-31.5 hours per week, days and schedules may vary REPORTS TO: Staff Manager REVISION DATE: 3/14/2023
Scope of Position
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 18 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.
Key Responsibilities
<ol style="list-style-type: none"> 1. Leading child care activities 2. Charting and maintaining child care records 3. Providing behavior management and support 4. Communicating with parents daily 5. Completing household duties, including cleaning up after mealtimes, laundry, vacuuming, and others 6. Maintaining confidentiality 7. Administering medications (after minimum of 3 months employment and completion of required trainings) 8. Completing all necessary trainings 9. Other duties as assigned
Working Conditions
<ul style="list-style-type: none"> • Ability to use computers and look at monitors several times per day • Ability to communicate professionally via email, phone, and in person • Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs. • Ability to sit, stand, or play for up to 8 hours per day
Qualifications
<ol style="list-style-type: none"> 1. Must be a reliable and engaged team member who prioritizes effective communication 2. Must be adaptable, solutions oriented, and have a positive attitude 3. Early Childhood Teacher certification preferred but not required

Hours and Time Off
<ul style="list-style-type: none"> • Must be available a minimum of 20 hours per week • Must be available 1 <i>full</i> weekend day per week • Must be available to attend staff meetings 1-2 evenings per month • Must be available to attend occasional weekend events, including staff retreats and fundraising events • Time off must be approved in advance by Staff Manager
Supervisory Responsibilities
This position oversees children and volunteers.

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 _____