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| **Job Title:** | **Respite Specialist** | **Date Approved by Board:** | 02.26.2024 |
| **Department:** | Outreach  | **Supervisory Responsibilities:** | No |
| **Position Status:** | **Part-Time (0.75)** | **FLSA Status:** | Non-Exempt |
| **Supervisor:** | Outreach Supervisor  |  |  |

**Position Summary:** The respite program has two components: Day Respite for Suspended Youth and Supportive Respite for Adoptive Families. During Day Respite for Suspended Youth staff provide supervision, guidance, tutoring, and social skills lessons to ensure the youth is in a safe, structured environment, and appropriately engaged while spending time out of school. Supportive Respite for Adoptive Families includes a summer day camp, parent’s night out activities, and day camp activities on holiday breaks from school. During these times, staff recruit youth to participate in the program and provide recreational and social opportunities to youth who have been adopted or achieved guardianship through DCFS.

**Responsibilities:**

* + Provide close supervision of youth. Assist in homework assignments, resolving conflict in a respectful manner, processes and problem solves reasons they are out of school, encourage and mentor students. Tutor students as necessary. Teach developmental age-appropriate social skill lessons.
	+ Plan and facilitate program activities.
	+ Working knowledge of de-escalation techniques and methods.
	+ Maintain a calm, structured, clean environment.
	+ Ability to organize and maintain data and confidential information.
	+ Obtain parental permission and develop effective working relationships with them.
	+ Adhere to standards adopted through the Council on Accreditation.
	+ Identify, locate and refer students and parents to appropriate community resources to meet identified needs.
	+ Complete Illinois Department of Children and Family Services billing and reporting as required. Assist with compiling information for site visits.
	+ Safe transportation of youth and parents.
	+ Develop and maintain working relationships with all internal and external clients.
	+ Secure and administer medication as needed and complete documentation as required.
	+ Monitor and purchase program supplies as necessary utilizing FamilyCore credit card protocols.
	+ Work in other positions and departments as needed, as cross-trained.
	+ Ensure safety protocols and policies are practiced at all times.
	+ Assume responsibility for professional development and cultural competency.
	+ \*Perform other duties as assigned.

**Requirements:**

 **Education and Experience:**

* + High school diploma or equivalent required.
	+ 1-3 years of experience required.

**Competency:**

* + Ability to facilitate and manage groups of varied-age students.
	+ Flexibility required to successfully manage daily changes in population of youth served.
	+ Excellent written and verbal communication skills. Basic academic skills required.

**Competency:**

* + Basic proficiency in MS Word and Excel required. PowerPoint is preferred.
	+ CPR and First Aid certification required.
	+ Must complete child passenger safety training.
	+ Strong interpersonal, problem solving, and teamwork skills.
	+ Ability to set and maintain professional boundaries with clients.
	+ Ability to organize and maintain data and confidential information.
	+ Ability to establish and maintain a client focus.
	+ Utilize time tracking software and all other software required to fulfill duties.
	+ Must possess valid Illinois Driver’s License in good standing, and proof of valid vehicle insurance.
	+ Ability to operate 7 and 15 passenger vans.
	+ Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
	+ Must pass background check with Illinois Department of Children and Family Services (DCFS).
	+ Must pass background checks with Illinois Department of Public Health (IDPH) Health Care Worker Registry, and Illinois Department of Healthcare and Family Services OIG Provider Sanctions.
	+ Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
	+ Successfully complete FamilyCore training as required.

**Physical:**

* + Frequent grasping, fingering, and lifting, pulling and pushing up to 10lbs.
	+ Regular sitting, walking, standing, and reaching.
	+ Occasional stooping, reaching overhead, and other physical activities related to an office environment.
	+ Operate general office equipment, including multi-line phone, fax machine, printer, copier, cell phone, and personal computer, with or without dual screens.
	+ Perform all job requirements with or without reasonable accommodation.

**Work Environment:**

* + Work occurs in and out of an office environment. Frequently exposed to loud noise and outdoor weather conditions.
	+ May be subject to distraction and interruptions. May be subject to difficult client interactions that involve behavioral and/or emotional challenges.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FamilyCore is an Equal Employment Opportunity Employer**

*\*Clarification for ‘Other duties as assigned’: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*