



Part-Time Respite Provider Family Navigator Program

Relief Nursery, Inc
Job Description

Position: Respite Provider

Salary: \$13.10 per hour

Hours of Position: 9:30a-1p M-TH (some flexibility in schedule and additional hours possible)
51 weeks per year with one hour supervision per month, hours are subject to change

Reports to: Family Navigator Supervisor

Responsibilities:

Provide respite for the clients of the Family Navigator Program through a therapeutic approach, focusing on awareness of emotions and positive social interactions.

Requirements:

- 1.) Two year degree in Early Childhood Education, Human Services or related field or equivalent experience
- 2.) Experience working with children ages birth to 9 years of age
- 3.) Knowledge of developmentally appropriate practices and principles
- 4.) Current food handlers card
- 5.) First Aid and CRP certified
- 6.) Must be able to pass the BCU and CCD background check before hired.
- 7.) Bilingual preferred

Skills & Abilities:

- 1.) Work tactfully with a diverse population and at-risk children under the age of 9 years
- 2.) Maintain a professional demeanor with clients, staff and public at all times
- 3.) Dependable and flexible
- 4.) Maturity and good judgment with confidence in ability to function in all situations as they arise, including crisis situations

Duties:

- 1.) Provide therapeutic childcare for Relief Nursery families on site
- 2.) Serve nutritious food for children, following USDA guidelines
- 3.) Assist with classroom activity preparation and the cleanup of the room upon children's departure
- 4.) Document the number, ages, and hours for children attending childcare
- 5.) Ensure that the classroom and kitchen are properly cleaned before leaving for the day
- 6.) Debrief respite with the Family Navigator Supervisor once a month



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- 7.) Any additional duties as assigned by the Program Director, Program Supervisor, or Site Supervisor that may include but are not limited to, organizing donations, helping in the classroom and playground; cleaning classrooms, etc.

***Pre-employment drug screen and criminal background check required.
Must have clean driving record and required insurance coverage.***

Relief Nursery offers medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees.