



# Part-Time Respite Provider Family Navigator Program

Relief Nursery, Inc  
Job Description

**Position:** Respite Provider

**Salary:** \$13.10 per hour

**Hours of Position:** 12:30-4:00 M-TH (some flexibility in schedule)

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 and Treatment Court 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 CPR 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 and treatment court clients at the courthouse
  - 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
- Debrief respite with the Family Navigator Supervisor once a month



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Candidates must pass a pre-employment drug screen, criminal records check, DMV records check and proof of automobile insurance.  
Position open until filled.  
Relief Nursery is an equal opportunity employer.