



## Respite Provider/Navigator Assistant Job Description

**Salary:** \$13.75 per hour    **Hours of Position:** 8am-4:00pm M-TH

### Respite Provider/Navigator Assistant Responsibilities

Provide respite for the clients of the Family Navigator Program through a therapeutic approach, focusing on awareness of emotions and positive social interactions. When not providing respite services, the Navigator Assistant will assist Navigators as needed and requested.

### Requirements:

- 1.) **Education & Experience: Bachelor's degree or the equivalent in early childhood education, social work or a related field; 2 years early childhood 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 but not required
- 8.) Good physical stamina with the ability to lift and carry children, sit in child size chairs and on the floor, bend, and kneel and physical ability to lift and carry at least 20 pounds

### Preferred Experience:

1. Child care experience of 2 years.
2. Bilingual in English and Spanish
3. **Step 8 or above in ORO**

### 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
- 5.) Proficiency with Word and Outlook; basic computer skills
- 6.) Demonstrate the ability to take initiative and work independently

### Duties:

- 1.) Provide therapeutic childcare for Relief Nursery families on site and serve nutritious food for children, following USDA guidelines
- 1.) Assist with classroom activity preparation and the clean-up of the room upon children's departure
- 2.) Document the number, ages, and hours for children attending childcare
- 3.) Ensure that the classroom and kitchen are properly cleaned before leaving for the day
- 4.) Assist Navigators in providing respectful, culturally appropriate, customized services for Navigator families
- 5.) Debrief with the Family Navigator Supervisor once a month at minimum

6.) 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.***

### **Annual Benefits for Employees**

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

Competitive Wage

Medical Coverage (very low employee cost)

Dental Coverage (very low employee cost)

403(b) retirement plan with employer match

Mileage reimbursement

Flexible Spending Account available

Paid Jury Duty time

64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave

5 weeks of paid vacation leave per year for a total of 200 hours

2 paid personal days per year (add 1 additional day per each 5 years worked)

### **Paid Holidays:**

Martin Luther King Day

President's Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day and the day after

COVID-19 considerations:

Covid-19 protocols in place to reduce the risk of exposure to employees and the families we serve.

Actively hiring during the pandemic.

**Relief Nursery is an Equal Opportunity Employer**

Submit resume and cover letter to [Danism@reliefnursery.org](mailto:Danism@reliefnursery.org)