

COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title:	Kinship Support Services Respite Provider
Reports To:	Kinship Support Services Program Director
ID:	
Type of Position:	Hours <u>2.5 – 10</u> /month Part-time / Non-Exempt

GENERAL DESCRIPTION

This position reports directly to the Kinship Program Director and is responsible for providing direct care for children while their caretaker(s) participate in a KSS training, support group or KSS function.

JOB RESPONSIBILITIES

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the duties of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

Respite Care

- Planning and implementing age and developmentally appropriate activities each month.
- Be able to engage a child in a manner appropriate to his or her skill level.
- Be able to provide services to the child in a friendly, patient, and caring manner.
- Be courteous and non-judgmental to families.
- Communicate necessary information to the Kinship Support Services Program Director or designee.
- Assist with set-up and clean-up for dinner.
- Maintain confidentiality of KSS information regarding individuals including staff, children, parents, and situations.

EDUCATION & EXPERIENCE

- High School Diploma or Equivalent or Junior or Senior level high school student .
- First Aid/CPR Certification or willingness to acquire within 30 days of hire.

KNOWLEDGE & SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities may occasionally require availability for "on-call" duties.

- Ability to be culturally sensitive to diverse client populations.
- Ability to understand and follow complex written and oral instructions, rules, and procedure; to work independently and to be a vital and contributing part of a team.
- Ability to establish boundaries, which ensure professionalism and ethical interactions, and ability to adhere to established policies and procedures.
- Must be able to perform assigned duties under minimum supervision.

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OTHER REQUIREMENTS

- Must be able and willing to work with people from diverse backgrounds.
- Professional demeanor and positive attitude.
- Professional appearance and hygiene.
- Must be dependable and have strong interpersonal skills.
- Attendance/Punctuality: Consistently at work and on time, ensures responsibilities are covered when absent, flexibility in availability.
- Must be willing to submit to and pass a background check.
- Perform other duties as requested by the Kinship Support Services Program Director.

ADMINISTRATIVE APPROVAL

APPROVED BY _____ *Date*

BOARD APPROVAL

APPROVED BY _____ *Date*