

## EVERYDAY BLESSINGS

### **JOB TITLE:**

**Respite Caregiver of Children**

### **MINIMUM REQUIREMENTS:**

At least 21 years of age unless approved by the Executive Director. Previous experience working with children; professional work attitude; a heart for children and families. Maintain a valid motor vehicle operator's permit (driver's license) at all times, and promptly report to the Director of Residential Programs any cancellation or loss of this license. Twenty hours of in-service training is required within each calendar year.

### **DESCRIPTION:**

This position is as needed and the respite caregiver of children acts as a surrogate parent to children who cannot live with their birth parent(s) for any number of reasons. This position fills in for the primary live-in caregiver when that individual is not available and/or offers assistance to program and program staff on a daily basis as needed. When filling in for the position of live-in caregiver, all job duties of that position apply.

### **ACCOUNTABILITY:**

Reports to and is supervised and evaluated by the Director of Residential Programs or the Residential Manager in the Director's absence.

### **SPECIFIC DUTIES:**

Typical hours are:

5pm to 9pm, Monday through Thursday and/or

5pm Friday to 6pm Sunday and/or

5pm to 8am Monday through Friday (

Overnight and weekend stays in rooms in the absence of the live-in caregivers.

From 5pm to bedtime, this person is visible and available to assist and supplement program needs at all levels. From bedtime to 8am this person is on the grounds to serve as needed. Weekend hours are determined by arrangement with the Director of Residential Programs.

### **CARING FOR CHILDREN:**

- Engage in all reasonable parental duties for all of the children assigned to your direct care.
- Inform yourself about the general routine already established by each primary caregiver pertaining to such things as
  - Room maintenance
  - Clothing care
  - Children's medication(s) for your room will be given by an assigned permanent Live-In Caregiver which will be displayed in the room
  - The bed and bath routine and bedtime for each child
  - The morning routine, when applicable

## **SUPERVISING THE CHILDREN:**

- Provide ***interactive*** supervision and monitoring of youth at all times. Supervisory responsibilities are given highest priority to ensure the safety, well-being and education of the children and appropriate consequences are applied to disobedient, maladaptive behaviors. This position has primary responsibility for the supervision of the children directly assigned to them and general responsibility for the safety of all agency children whenever they are present.
- In cases of inclement weather or other emergencies, respite caregivers may be required to remain in a supervisory and/or helping role.
- Be familiar with and practiced in Everyday Blessings exercises for fire emergencies, including participation in monthly fire drills.

## **DOCUMENTATION AND REPORTING:**

- Document all relevant incidents, events, and critical information in the form of an Everyday Blessings Event Form, a State of Florida Critical Incident Report Form and/or any other requested types of documentation.
- Share all significant events and information about each child with the Live-in Caregiver and Director of Residential Programs in a timely manner. This specifically pertains to information that is related to the health, safety, treatment, care or movement of any child.

## **EDUCATING THE CHILDREN:**

- Have a primary focus as an educator; teaching children social skills, anger management skills, developmental skills, etc. Actively engage the child in one-on-one developmental activities, academic pursuits (to include helping them with homework), self-esteem building and personal growth.
- Engage the children in group activities both on and off-campus, when applicable.

## **DISCIPLINING THE CHILDREN:**

- Teach a child new positive behaviors. This is the most effective form of discipline and should be used consistently.
- Apply consequences that are natural and logical when a child is exercising poor control of their own behaviors.
- Teach children to problem-solve and manage their own behaviors.
- Never touch a child's body as a form of discipline-- It is never appropriate to hit, push, or pull a child's body, to wash a child's mouth out with soap, etc.
- **Refrain from the use of any and all corporal punishment—or any other type of discipline that is derogatory, disrespectful or embarrassing to the child.**

## **PROFESSIONALISM AND BEING A PART OF A TEAM:**

- Display a professional manner in all job-related duties.
- Take an active and equal part in the planning and execution of all social, therapeutic, recreational and/or other activities related to the program during the time that you are performing your duties as a respite worker...
- Comply with all established rules and statutes (to include Everyday Blessings policies and procedures), State related child caring statutes, contract statutes and those laws and limits imposed by state and federal government.
- Make frugal use of agency supplies.
- Work cooperatively with the Program Management Team: The Executive Director, the Director of Residential Programs and the Director of Family Services.
- Actively participate in scheduled staff development classes and activities and take personal responsibility for receiving and documenting an equal number of hours of training as average hours worked. Training must be directly related to the care and treatment of special needs children and must be pre-approved by the Director of Residential Services.
- Maintain an informal but consistent flow of information to other team members. Information of specific importance could include any significant events that have the potential to impact the campus residential community and/or the general level of a child's progress.
- Understand the chain of command when a problem arises and report such situations immediately to the Director or Residential Programs and/or his/her Assistant. If neither of these individuals is available, then a report should be made to the Executive Director.