



JOB DESCRIPTION

Position Title: **RESPITE COORDINATOR**

Program Description: Federation of Families respite program offers a temporary break for parents/caregivers raising a child with an emotional, behavioral, or mental health need. The program supports the parents/caregivers by giving them the opportunity to practice self-care.

Position Objective:

Provide overall support to the respite program and family engagement.

Roles and Responsibilities:

- Coordinate respite services for families who have a child with an emotional, behavioral, or mental health need.
- Schedule and supervise respite specialists.
- Meet with families to explain the respite program in a professional and thorough manner.
- Obtain information for family referrals.
- Work with Quality Assurance Manager to create policies and procedures specific to the respite program.
- Develop age appropriate and engaging activities for the respite program.
- Document all emergencies or incidents and report to supervisor.
- Duties include ordering and picking up food/snacks for the program.
- Positive interaction with youth at the program.

This list of essential functions is not intended to be exhaustive. The agency reserves the right to revise the job description as needed to comply with actual job requirements

Required Qualifications:

- An individual with lived experience caring for a loved one with an emotional, behavioral, mental health need.
- High school diploma with at least three years' experience working with youth with an emotional, behavioral, or mental health need.
- Must be able to pass a Level II background screening.
- Have reliable transportation.
- Have flexibility to work evening & weekends.

Desired Qualifications:

- Obtain/maintain CPR, First Aid certification.
- Experience in respite/childcare activities.
- Understanding of the Mental Health System of Care values and principles.

Skills:

- Must be highly self-motivated, and able to work independently when required.
- Excellent interpersonal and communication skills; must be able to work well with youth and colleagues.

Special Conditions:

- Thorough Level II Background Screening upon hire including FBI, FDLE, Local Law check, Employment Reference check, DMV check, Criminal Records check, Social Security Trace & Drug Screening.

Status: Exempt

Salary: To be determined

Employment Type: Full-time

Note: Currently FFCFL does not offer a benefits package

Supervised by:

Federation of Families of Central Florida's Quality Assurance Manager

Forward resume and cover letter to: amalloy@ffcflinc.org