



JOB DESCRIPTION

Position Title: **RESPITE SPECIALIST (Independent Contractor)**

Position Objective:

Under general supervision, serves as a respite specialist to provide care and supervision of youth with an emotional, behavioral, or mental health need. This position is on an “as needed basis”.

Roles and Responsibilities:

- Ensures the personal safety of youth by providing an appropriate and safe respite environment to assist youth with developing social and life skills.
- Understand and maintain the confidentiality of all records required by state or federal law or administrative rule to be protected from disclosure, including protected health information
- Treat youth with dignity and respect.
- Build positive relationship with youth.
- Provide a caring approach to youth’s needs (emotional and physical).
- Be aware of youth’s health and safety onsite and/or offsite and provide assistance as needed.
- Follow youth’s behavioral plan, if applicable.
- Respect youth’s lifestyle and choices.
- Be culturally and linguistically competent.
- Does not impose personal judgments and expectations on youth.
- Maintain positive professional boundaries.
- Report all forms of abuse and suspected abuse to FFCFL immediately.
- Report all injuries/incidents to self and others in a timely manner.
- Fulfill contract agreement.

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:

- Must be 18 years of age.
- High school diploma with at least three years’ experience working with youth with emotional, behavioral, or mental health needs.
- Must be able to pass a Level II background screening

- Must provide professional liability certificate.
- Have reliable transportation.
- Ability to commit to assigned schedule.
- Flexibility
- Have flexibility to work evenings and weekends.

Desired Qualifications:

- Obtain/maintain CPR, First Aid certification.
- Experience in respite/childcare activities.

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.

PHYSICAL & MENTAL REQUIREMENTS: (N=Needed P=Preferred)

Analyzing (N), Bending-neck (P), Bending-waist (P), Calculations (P), Carrying/Lifting (P), Climbing (P), Crawling/Crouching (P), Finger Movements (N), Handling Objects (N), Kneeling (P), Pushing/Pulling (P), Reaching (P), Reading & Comprehending (N), Reasoning (N), Sitting (N), Squatting (P), Standing (N), Twisting-neck (P), Twisting-waist (P), Walking (N), Writing (N)

Non-Employee

Independent Contractor (1099)

Salary: \$18.00/hr.

Hours are based on the needs of the families.

Supervised by:

Federation of Families Respite Coordinator

SEND RESUME AND COVER LETTER TO: Samantha Hunter at: shunter@ffcflinc.org for immediate consideration.

RESUME WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.