

# COMMUNITY ACTION OF LARAMIE COUNTY, INC.



<b>Job Title:</b>	Kinship Support Services Respite Provider
<b>Reports To:</b>	Kinship Support Sen/ices Program Director
<b>ID:</b>	
<b>Type of Position:</b>	Hours 2.5-10 /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 & REQUIREMENTS

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 procedures; 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.

<b>Job Title:</b>	Kinship Support Services Respite Provider		
<b>Reports To:</b>	Kinship Support Services Program Director		
<b>ID:</b>			
<b>OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Must be able and willing to work with people from diverse backgrounds.</li> <li>• Professional demeanor and positive attitude.</li> <li>• Professional appearance and hygiene.</li> <li>• Must be dependable and have strong interpersonal skills.</li> <li>• Attendance/Punctuality: Consistently at work and on time, ensures responsibilities are covered when absent, flexibility in availability.</li> <li>• Must be willing to submit to and pass a background check.</li> <li>• Perform other duties as requested by the Kinship Support Services Program Director.</li> </ul>			
<b>ADMINISTRATIVE APPROVAL</b>			
APPROVED BY	Alicia Ammons	<i>Date</i>	January 22, 2016
<b>BOARD APPROVAL</b>			
APPROVED BY	Patricia Jones	<i>Date</i>	January 21, 2016