# **Position Description: Respite Staff**

**Supervisor**: Executive Director

**Direct Supervisor**: Primary Caregiver

**Position Function:** Responsible for the implementation of programmatic elements within the specialized group center and assisting in direct supervision of child(ren).

**The Respite staff Will:**

* Assist in ensuring that adequate records be maintained.
* Ensure programs are being implemented and offer suggestions for modifications for each youth in care
* Direct supervision of children when scheduled.

**General Duties:**

* A thorough working knowledge of all program policies and procedures.
* Take all required training.

**Working:**

* Hours will be up to 40 per week or as needed and may include a variety of day, evening and periodic overnight shifts.
* Travel for meetings with service teams and appointments is required

**Employment Requirements:**

* Must hold a high school diploma or General Equivalency Diploma (GED)
* Must not be less than 21 years of age, and have completed two years of college or one year’s experience in the human services field
* Must have experience in working with at-risk youth in care
* Must have knowledge of proper food handling if participating in food preparation
* Must complete “core” training or its equivalent and fulfill training requirements delineated by the Sarah’s Home training policy
* Must submit three letters of reference from non-relatives who have known candidate for more than a year, describing character and ability to provide care for children.

Staff Signature Date