



**COMMUNITY
PARTNERSHIPS**

***Respite Center
Substitute Child Care
Specialist
Position Description***

Community Partnerships is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Child Care Specialist is responsible for providing direct supervision and enrichment of children being served at the Respite Center. The Child Care Specialist is also responsible for interacting with parents and caregivers during pick up and drop off at Respite Center, and communicating necessary information to other Respite Center staff, Program Supervisor, and visitors as appropriate and in a timely manner.

The Respite Center Substitute Child Care Specialist functions in the same capacity as the full-time child care specialist, filling in for regular staff members who are taking vacation or sick time. The substitute picks up shifts on days, overnights and/or weekends. The Respite Center is open seven days a week. The substitute CCS is offered no guarantee of regular hours, and picks up shifts based on her/his availability and at the request of agency staff.

As with all positions at our agency, it is the duty of individual in this position to fully support the mission, vision and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

The Substitute Child Care Specialist must respect people of all socioeconomic and racial/cultural backgrounds and must be competent in performing all duties associated with this position. She or he must possess high levels of comfort, skill and respect in working with people of many different life experiences and beliefs. The Substitute Child Care Specialist is required to express themselves clearly, compellingly, and honestly in written and verbal communications. She or he must be physically and emotionally prepared to meet the needs of the agency during working hours.

Position Responsibilities:

Direct Service

1. Become familiar with children and families in his/her care by reading family files, attending weekly staff meetings when possible, and talking with parents at drop-off of children.
2. Engage with children in meaningful activities, providing children with one-on-one and group interactions.
3. Provide for the physical and emotional well being of children with respect and compassion.
4. Communicate with co-workers about organizing and planning for the shift and equally share responsibilities for children, paperwork, and household tasks.

5. Observe and assess the condition of children, and objectively record observations in child care notes for family files and for discussion at weekly staff meetings.
6. Prepare healthy meals and snacks that meet or exceed USDA guidelines, and accurately record meals provided and children served on menu forms.
7. Collect parent fees, and assist parents with necessary paperwork.
8. Facilitate transitions for parents and children during arrivals and departures.
9. Partner with Family Service Workers to help meet the needs of all members of families we serve.
10. Listen and respond to parents when answering phones evenings and weekends.
11. Relay calls needing an immediate response to the family service worker and/or after-hours on-call staff.
12. Document and report any concerns regarding children, including sick or injured children, no-shows and cancellations, and late pick-ups to the family service worker.

Administration

1. Be familiar with and follow the Respite Center's written policies and procedures.
2. Be familiar with and follow licensing regulations governing the Respite Center.
3. Complete required paperwork, including time sheets, accurately and on time.
4. Attend in-house training sessions.
5. Complete 25 hours of continuing education annually.
6. Complete 80 hour training program provided by the agency.

Program Development & Implementation

1. Resolve differences of style and practice among staff within program guidelines.
2. Seek and accept support from more experienced staff when needed.

Agency:

1. Fill in work schedule for regular staff members who are using vacation or sick time.
2. Respond to agency needs on short notice.
3. Expect to have a variable work schedule, without guaranteed regular hours.
4. Follow Community Partnerships' confidentiality guidelines to ensure client privacy.
5. Follow Community Partnerships' policies and procedures as cited in the Employee Handbook.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, according to agency guidelines.
8. Any and all additional tasks as assigned.

Supervisory/Management Responsibilities:

- Supervise volunteers, interns and work-study students on her/his shifts.
- Assist in the training of new staff by providing information, support, & feedback.

Required Qualifications:

- Be at least 18 years of age.
- High School diploma or equivalent (GED or HSED).
- Demonstrated long-term interest in caring for children.

- Extensive experience working with children of different ages, developmental levels, and cultural backgrounds.
- Experience and/or demonstrated skills working with parents.
- Strong interpersonal skills and the ability to relate well to a variety of people.
- Able to meet the state of Wisconsin day care and group home licensing requirements for child care staff.
- Able to make sound judgments, work independently, and work as a member of a team.
- Available for a combination of day, weekend, and overnight hours.
- Demonstrated written and verbal communication skills.
- Basic computer skills.
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties.

Preferred Qualifications:

- Bachelor's degree in Human Services or Early Childhood Education.
- Ability to speak fluently in clients' common language (in addition to English).
- Have obtained a certificate from The Registry indicating that the person is qualified as a child care teacher (or obtain Certificate within 3 months after hire).

HIPAA Regulations:

As a required part of employment with Community Partnerships, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Accountability:

The Substitute Child Care Specialist is accountable to the Respite Center Program Supervisor and Program Manager.

Employment Status: Part-time. This position is scheduled on an as-needed basis

FLSA Status: Non-exempt

Physical Demands:

Performing the duties of this position involves employees sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis.

The Substitute Child Care Specialist must: be able to routinely lift children, move furniture in the child care area and sustain long hours of active work, be able to supervise children through sight and sound, be able to take children outdoors year-round on a daily basis, and be able to work shifts of 16 hours or less. This position requires dexterity with ability to push, pull, carry, balance and kneel to assist and perform activities with children. The employee must be able to supervise children through sight and sound. The employee must be physically, mentally, and emotionally able to provide responsible care for all children.

Work Conditions/ Hours:

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. The Respite Center's regular shifts are 8.5 hours long for daytime, and 16.5 hours for overnight shifts. The Substitute Child Care Specialist may be asked to work daytime and/or overnight shifts, seven days a week. Will be required to supervise children outside on agency playground and grounds at times.

Application Instructions:

Send completed application form, cover letter and resume to:

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@commpart.org or call (608) 250-6334.

- Application Form available at www.community-partnerships.org. Application packet **must be complete** to be considered.
- Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration. Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer. Community Partnerships offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Community Partnerships retains the discretion to add duties or change the duties of this position at any time.