

*Respite Center Program  
Child Care Specialist  
Position Description*

RISE is an emerging leader in coordinated care, crisis respite, 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, Program Coordinator and visitors as appropriate and in a timely manner.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

**Position Responsibilities:**

Direct Service

1. Become familiar with children and families in his/her care by reading family files, attending weekly staff meeting, and talking with caregivers at pick-up and/or 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 wellbeing 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 caregiver fees and assist caregivers with necessary paperwork.
8. Facilitate transitions for parents and children during arrivals and departures.
9. Partner with Family Advocates to help meet the needs of all members of families we serve.
10. Listen and respond to caregivers when answering phones on evenings and weekends.

11. Document and report any concerns regarding children, including sick or injured children, no-shows and cancellations, and late pick-ups to the Family Advocate.
12. Support volunteers, interns and work-study students on their shifts.
13. Assist in the training of new staff by providing information, support, & feedback.

#### 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 training program provided by the agency.

#### Program Development & Implementation

1. Resolve differences of style and practice among staff within program guidelines.
2. Work collaboratively with all members of the Respite team.
3. Attend weekly staff meetings prepared to discuss program operations and the visits that have occurred since previous meeting.

#### Agency:

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attend and actively participate in program meetings and agency meetings.
4. Follow RISE's confidentiality guidelines to ensure participant privacy.
5. Follow RISE's 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.

#### **Required Qualifications:**

- Be at least 19 years of age.
- High School diploma or equivalent (GED or HSED).
- Minimum of 1-year full time experience working in a formal program with the type of resident population served by the Respite Center.
- Demonstrated long-term interest in caring for children.
- Experience working with children/parents/families and facilitating interactive groups.
- 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 group child care and group home licensing requirements for child care staff. (per DCF 251: Group Child Care Centers)
- 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).
- 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:**

- Associate degree in human services or early childhood education.
- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range.

**HIPAA Regulations:**

As a required part of employment with RISE, 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 Child Care Specialist is accountable to the Respite Center Program Supervisor.

**Employment Status:** Regular, full-time.

**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 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. The noise level is usually low to moderate. The employee may be requested to drive self and others via vehicle. Regular schedule is 8.5 hour daytime shifts or 16.5 hour overnight shifts, with some scheduling flexibility. May be required to work on weekends, depending on participants' needs and schedules. Will be required to supervise children outside on agency playground and grounds at times.

**RISE is an Affirmative Action/Equal Opportunity employer.** RISE 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. RISE retains the discretion to add duties or change the duties of this position at any time.*

**I acknowledge that I have read, understood, and received a copy of this position description. I accept this position with RISE.**

Signatures:

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Employee signature and date

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Printed Name

I have provided this position description to the employee and answered any related questions.

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Supervisor signature and date

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Printed Name