



OPEN POSITION

### *Job Title: Respite Care Specialist (Full Time)*

This program is designed to offer local military families the ability to take a much-needed break and rejuvenate while knowing their child with special needs is being well cared for. At [The Planning Council](#), we fulfill the contractual agreement with [Child Care Aware of America](#) in hiring, training, and monitoring qualified care providers for military families who have a child or children with special needs, and exceptional family members. These families are eligible for monthly hours of respite sponsored by the Navy. This position reports to the Respite Care Team – Program Manager.

#### **SUMMARY**

The Respite Care Administrative Support Specialist supports the activities of the Exceptional Family Member (EFM) Respite Care Team. They are responsible for the recruitment, training, and monitoring of care providers. Additionally, this individual serves as liaison between participating families and Child Care Aware of America. They will regularly engage in verbal and written communication between partner agencies, families, and providers. This position requires strong organizational skills and critical thinking. Regular communication with Providers, Families, and Respite Team is critical to success in the position.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Meet with families and EFM children to identify their unique needs.
2. Work individually and as a team member to match participating families with appropriate respite care provider(s).
3. Conduct in-home monitoring visits to observe and assess environments and provider practices and provide technical assistance which includes mentoring, role modeling, and ongoing consultation as needed to ensure program standards are met.
4. Maintain close communication with families to ensure care expectations are met and delivery of services is effective.



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5. Maintain program, family, and provider documentation as established by program guidelines.
6. Manage administrative responsibilities such as parent contracts, data collection, demographic data, eligibility changes, etc.

### EDUCATION and/or EXPERIENCE

Required: Bachelor's degree in Child Development, Special Education or Early Childhood Education or related field or equivalent combination of education and experience; Valid driver's license required; Experience in providing exemplary customer service, strong oral and written communications skills; Knowledge of childcare regulations, licensing, and quality standards; Demonstrated ability to manage multiple tasks simultaneously; The ability to coordinate projects, activities, etc.; Strong computer skills including word processing, data entry, database management, and reporting, internet use, and email.

Preferred: Experience training adults. Experience working with families of children with special needs. Knowledge of state childcare licensing standards, and childcare observation and assessment practices.

### QUALIFICATIONS

1. Demonstrates dependability/reliability, flexibility, and a willingness to meet program goals and objectives
2. Demonstrated ability to relate well to individuals of diverse racial, ethnic, religious, and socioeconomic backgrounds and of varying abilities.
3. This position may require extensive local, sometimes regional, travel.
4. Documentation of valid driver's license and vehicle insurance required.
5. Criminal History Search, Fingerprint, and Child Protective Services Search required.
6. Weekend work on a rotating basis and some evening hours are required.

### COMPENSATION

Annual salary range for this position is \$32,000 to \$37,000.



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### CANDIDATE SUBMISSIONS

No phone calls please; recruitment will continue until the position is filled. Apply now!

*Qualified applicants should send cover letter and resume to the Director of Children's Services, Monique Adams, at [madams@theplanningcouncil.org](mailto:madams@theplanningcouncil.org).*