

Job Announcement

Part-time Respite Care Provider

ABOUT OUR ORGANIZATION

Children's Connections, Inc. is a non-profit organization, founded in 1987, that works with adoptive parents, birth parents, child care providers and other professionals to improve the quality of care for children. We provide adoption and embryo adoption, home studies, pregnancy support services, child care nutrition services, education and professional development seminar, along with occasionally special projects that benefit children, families and/or child care providers. Adoption services are provided statewide, while other services may be offered in only specific geographic areas.

KEY FACTORS FOR SUCCESS IN THIS POSITION:

- *This is a part-time position and will not become a full-time position.*
- *Work is intermittent based on the needs of clients within the geographic work area.*
- *This position works well for those currently working with children with special needs who would like an additional part-time job.*
- *This position works well for those who don't support their household with their earnings but who want to engage in meaningful, professional work in addition to their personal or family responsibilities.*

WORK ACTIVITIES

- Provide respite care to military families with a child who has moderate to severe special needs, and other children in the home.
- Conduct direct care and supervision of the child/children in the family's home.
- Attend to each child's physical needs: preparing meals, feeding, dressing, operating adaptive equipment as necessary.
- Administer medications as outlined by parents.
- Supervise, engage with, and entertain each child in a developmentally appropriate and positive manner.

PAY

Competitive pay ranges from \$10.00-\$40.00 per hour based on education and experience.

REQUIREMENTS

All candidates MUST meet the following criteria PRIOR to applying for the position:

- Bachelor's degree in a human sciences field preferred
- Experience working with children with special needs preferred
- Reliable transportation, current auto liability insurance and a good driving record are required.
- Commitment to participate in training including CPR/First Aid training, and additional orientation and training provided by teleconference, webinar or online self-study.
- Cell phone with text and password protection capability with a number that may be shared with assigned clients
- Reliable Internet access with utilization of Outlook preferred



- Computer with Word, PowerPoint and Excel (Microsoft Office Suite) and password protection capability
- Good communication skills, being “client friendly” and being able to work well with all types of people is a must.
- Excellent writing skills and ability to complete detailed reports, accepting and learning from editing/review process
- Must not conduct work for self or other agencies that would be a perceived conflict of interest with any CCI program (if planning to resign from a conflicting position if hired, please indicate this via email when submitting a resume; copy of resignation letter will be required)
- Must successfully pass criminal and child abuse/neglect background checks, TB test and drug testing.

If qualified, send an email with attached cover letter and resume to Jobs@childrensconnections.org. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.