

**FAMILY SUPPORT SERVICES  
POSITION OPENING - ONGOING**

**RESPIRE PROVIDER (Personal Care Attendant): EAST BAY\***

**\*Positions available THROUGHOUT Alameda and Contra Costa Counties**

**PROGRAM DESCRIPTION:**

Family Support Services is a private, nonprofit agency that provides respite services to caregivers (birth parents, foster parents, adoptive parents, and relatives) of children who are abused, neglected, drug exposed, developmentally disabled, HIV positive or who are at risk due to issues of abuse. The goal of the respite program is to strengthen and support families caring for children with special needs by providing them with a break from the challenges of caring for their children.

**JOB DUTIES:**

- Provide for children's physical care needs: toileting, diapering, feeding, bathing, grooming, etc.
- Plan and engage the children in age appropriate and developmentally stimulating activities.
- Utilize appropriate behavior management techniques including modeling, redirection, positive reinforcement, and other discipline methods that exclude physical punishment.
- Follows through on the routine or plan as stated by the family.
- Takes children out in the community as directed by parents.
- Maintains clear and professional boundaries with clients.
- Exercises good judgment in decision making situations.
- Utilize universal precautions routinely.
- Complete and submit all administrative and program forms accurately, thoroughly, and in a timely manner.

**MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age and possess a GED/High School diploma
- Must have childcare experience
- Ability to work with children who have special needs and/or may present challenging behavioral issues
- Respect for and ability to work with persons from diverse ethnic backgrounds
- Must receive criminal record clearance (via fingerprints and child abuse registry)
- Maintain current CPR and First Aid certification.
- Must be physically able to perform all job responsibilities related to the care of children which may include duties such as bending, lifting or kneeling.
- Successful completion of FSSBA's training program.
- Access to a motor vehicle in good working order.

**HOURS OF WORK / AVAILABILITY:** Flexible. The majority of work available is in the afternoons, evenings and weekends. Must be available to work a minimum of 24 hours per month.

**SALARY RANGE:** \$13.00\*-\$14.00\*/hour.

\*Unless minimum wage is higher in the city where providing services.

**TO REQUEST AN APPLICATION OR IF YOU HAVE QUESTIONS:**

Contact Raelene Okoh or LaDonna Daily

Family Support Services

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Oakland, CA 94610

(510) 834-2443 x3032 or e-mail: [rokoh@fssba.org](mailto:rokoh@fssba.org)

For more information go to our website at [www.fssba.org](http://www.fssba.org)

We are hiring for this position on an ongoing basis.

**Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, religion, gender, sexual orientation, health status or national origin.**