



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

**ABOUT THE AGENCY:** Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

**POSITION:** CHILDCARE/RESPITE SPECIALIST (Personal Care Attendant)

*Posted: August 13, 2018*

**PROGRAM DESCRIPTION:** The East Bay Respite Program provides respite services to caregivers (birth parents, foster parents, and relative caregivers) of children who have experienced abuse, neglect, pre-natal drug exposure, have a developmental disability, are 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 and responsibilities of caring for their children.

## **JOB DUTIES:**

- Provide for children's physical care needs: toileting, diapering, feeding, bathing, grooming, etc.
- Provide high quality childcare (respite) to various populations (medically fragile infants – adults with a developmental disability) in the family home or at a group site located in the community
- May include work with challenging children, parents, and/or environments
- 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
- Utilize universal precautions routinely
- Follow through on the daily routine or plan as stated by the family
- Debrief with the parents/caregivers upon completion of the respite
- Complete and submit all program forms in timely manner
- Provide respite throughout Contra Costa County and in Alameda County as needed (Mileage reimbursement is available)
- Fulfill other duties as assigned

## **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age and possess High School/GED diploma
- Previous childcare experience required; experience with children/adults who have special needs strongly preferred
- Fluency in Spanish preferred
- Ability to work with children who have special needs and/or may present challenging behavioral issues
- Must be able to provide total care to children/adults with a developmental disability
- Respect for and ability to work with persons from diverse ethnic backgrounds
- Maintain current CPR and First Aid certification
- Requires valid CA driver's license, a clear DMV record, current automobile registration, and an insured automobile in good working condition
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse). Please note that Family Support Services cannot initiate a request for an exemption for past offenses due to the unsupervised nature of work.

**HOURS OF WORK/AVAILABILITY:** Minimum of 30 hours per week, some of which must be during the agency's periods of high demand (evenings and weekends). In addition, must work more than one assignment in a day, as needed, and travel to respite assignments in areas of need.

**SALARY:** \$15.00 - \$16.00 per hour. DOE. Excellent benefits including health, dental, vision, and life insurance, plus retirement plan. Dependent and domestic partnership coverage available.

**RÉSUMÉ AND COVER LETTER TO:** LaDonna Daily, Program Supervisor [RSjob@fssba.org](mailto:RSjob@fssba.org) 401 Grand Avenue, Suite 500 Oakland, CA 94610  
[www.fssba.org](http://www.fssba.org)

**The deadline to apply for this position is August 24, 2018 by 5:00pm. Resumes received after the deadline will not be considered.**

Please attach all documents in PDF format. All other file types/formats will not be considered. Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

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