



Growing futures for children with special needs

2028 Parmenter Street ~ Middleton, WI 53562 ~ [www.giosgarden.org](http://www.giosgarden.org) ~ 608-833-6105

# Therapeutic Respite Care Specialist

Reports Directly to: **Program Director**

Status: **Non-Exempt, Full or Part-Time**

Availability: **days, evenings, and weekends**

## DESCRIPTION:

*Responsible for providing quality activities, programs, and care to children ages birth through 6 years old with special needs.*

## GENERAL RESPONSIBILITIES:

### Direct Care/ Implementation of Activities (95%)

- Maintain a safe, interactive, and stimulating environment that addresses the individual and developmental levels and unique needs of each child.
- Assist in leading and adapting developmentally appropriate activities based on current curriculum.
- Care for daily living skills of children including: administering medications, g-tube feedings and meal plans, toileting, behavior plans, dressing, and additional care each child needs.
- Maintain current information concerning each child's specific care through child binders and goal sheets.
- Perform daily household duties as necessary to maintain a safe, sanitary, and healthy environment.
- Assist in the guidance, training, supervision and evaluation of volunteers.

### Other Duties As Assigned (5%)

- Attend monthly staff meetings and activity staff meetings.
- Participate in 15 hours of continue education and training each year.
- Represent Gio's Garden in a positive, professional manner within the community.
- Maintain complete confidentiality of information concerning the families, children, volunteers and staff.
- Perform other related duties as may be assigned by Gio's Garden leadership staff

## QUALIFICATIONS

- Interest in working with children and/or children with special needs.
- Coursework including: Fundamentals of Family Child Care Course and a Broad Based Entry Level Early Childhood Course.

**THE RESPITE CARE SPECIALIST WILL MAINTAIN THE GIO'S GARDEN PHILOSOPHY, CONSIDERING THE EXPECTATIONS OF THE RESPITE CARE CHILDREN, PARENTS, AND STAFF**

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_