



# Verona Respite 2 Go Site Lead Therapeutic Respite Care Specialist

Reports Directly to: **Program Director**  
Status: **Non-Exempt, Part-Time**  
Availability: **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%)

- Oversight and coordination of the Verona Respite 2 Go Site
- Plan and implement therapeutic programming and activities for the children on site. Collaboration with the Therapeutic Programming Coordinator encouraged.
- Lead communication with families utilizing site in regards to care, programming and other updates
- Maintain a safe, interactive, and stimulating environment that addresses the individual and developmental levels and unique needs of each child.
- 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 for each child utilizing the site including child folder, assessment, goals and other important information.
- 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:** \_\_\_\_\_