



## **Rotary Respite Care Program Program Coordinator Job Description**

### **Summary:**

The Respite Care Program Coordinator is responsible for planning and organizing the start-up of the Rotary Summer Respite Care Program and for managing the day-to-day operations of the Program. She/he will provide leadership and guidance to the Care Givers in an encouraging and caring environment and function as a first level of support for Care Givers and as a liaison between families, Care Givers, and the Program Supervisors. The Coordinator will also provide respite care by giving care, companionship, supervision, and security to the special needs child allowing for the parents to tend to other children, run errands, or relax. The role is split 60% coordination and 40% respite care.

The Respite Care Program Coordinator reports to the Respite Care Program Supervisor and to the Director of Community Service.

### **Responsibilities and Duties:**

#### Program Coordinator (60%):

- Participate in the hiring of Respite Care Givers with Program Supervisors
- Connect with Respite Care Givers to provide introductory program information as required, personal contact information, and determine any special requirements such as time off
- Audit the activity bins and purchase replacement materials as required
- Review and update area activities suitable for visits with special needs children
- Collate the Date and Time Availability Forms submitted by families and prepare respite care schedules for the Care Givers and families
- Update the Respite Families contact list
- Send a letter/email to registered respite families introducing self and provide program and personal contact information
- Arrange and conduct an orientation session for Respite Care Givers using the Orientation and Training Manual
- Assign Respite Care Givers to appropriate special needs children, provide child profiles to Care Givers, and review family and Program expectations with Care Givers
- Arrange respite family “meet-and-greet” sessions and attend with Respite Care Givers
- Mediate concerns and/or issues that may arise between families and Care Givers and bring the issues/concerns to the attention of the Program Supervisors

- Manage Respite Care Program payroll
- Distribute, collect, collate, and analyze family evaluations of the Program
- Distribute, collect, collate, and analyze Respite Care Giver evaluations of the Program
- Attend and make presentations at Rotary meetings as required
- Participate in Program review meeting with Supervisors and Care Givers to share ideas to improve the quality of the Program
- Respect the confidentiality and privacy of the families and children

Respite Care Giver (40%):

The responsibilities and duties of the Respite Care Giver are outlined in the job description for that role.

**Hours of Work and Rate of Pay**

The role of Respite Care Coordinator requires a level of flexibility in scheduling their hours of work in order to prioritize the smooth functioning of the Program. The Respite Care Coordinator will work a rolling average of 35 hours per week and will attend work on the days and at the times scheduled for Respite Care. This may include evenings and Saturdays up to 8:00PM. Some responsibilities and duties, such as attending interviews and updating the activity bins, will have to be attended to before the official hiring date. The Coordinator will maintain a record of the time spent attending to those responsibilities and duties and will schedule time off in lieu during the running of the Program.

The Coordinator will be guaranteed a minimum average of 35 hours per week at a rate of \$24.00 per hour and will have every Sunday, all statutory holidays off. Other time off will be self-scheduled and communicated in advance to the Respite Care Givers and the Program Supervisor. If additional time is required in a schedule that cannot be achieved through respite care, time can be acquired by working at the Visual Arts Centre of Clarington.