



The Hub585 Job Description

JOB TITLE:	Foster Home Respite Worker
REPORTS TO:	Ashley Cross, Executive Director
FLSA STATUS:	Non-Exempt
TYPICAL SCHEDULE:	Per Diem

JOB SUMMARY

The Foster Home Respite Worker will provide up to six (6) days of respite each month for the Community Foster Home Manager. The Respite Worker must be a Monroe County-certified foster parent who has participated in an enhanced training program to teach them to use their creativity and consistency to become committed caregivers and care coordinators. This individual will provide support services, such as mentoring, emotional support, life skills training, and personal care to youth in foster care. The Foster Home Respite worker may also plan and coordinate educational or extra-curricular events and accompany youth on outings.

The Foster Home Respite Worker will also have access to support groups, support from the Hub 585, funding for activities, clothing and transportation, mentors for the youth, and out-of-school time programming for youth placed in the home.

Essential Functions:	80%
<ul style="list-style-type: none"> • Providing hope-centered activities, and resources for the youth placed in the home. 	50%
<ul style="list-style-type: none"> • Ensure that all youth residing in the Community Foster Home have learned the life skills they need to transition to adulthood. 	40%
<ul style="list-style-type: none"> • Participating in ongoing professional development and trainings. 	10%

Other Duties:

- When appropriate, facilitate visits and encourage the development of healthy engagement with the youth's biological parents and siblings.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Certifications/Experience:

- Obtaining and maintaining a Monroe County certified Foster Parent certification
- Demonstrated professional experience working with challenging children.
- Demonstrated leadership experience or potential
- Must have and maintain a valid NY Driver's license and reliable transportation

Required Knowledge, Skills, and Abilities:

- Must be committed to providing trauma-informed care
- Genuine desire to help youth succeed

- Self-motivated with a positive attitude
- Values working in a diverse environment, with the ability to serve and demonstrate compassion and tolerance to all individuals, regardless of personality, culture, lifestyle needs, or background.
- Strong commitment to the population served by the program, advocating for needs, and to seeing parents succeed.
- Ability to communicate in a calm and professional manner, both orally and in writing with individuals at various levels within and outside of the organization.
- Organizational and time management skills, including the ability to effectively handle multiple simultaneous, and changing priorities.
- Openness to feedback and supervision. Demonstrated ability to work as a member of a team.
- Ability to maintain professional boundaries, handle sensitive and confidential information, and navigate challenging situations in a calm and professional manner.
- Ability to work from a strengths-based perspective in motivating parents to make a change.
- Capable of following all program and state requirements i.e. MAPP training, background check, home studies, etc.
- Exercises discretion on both internal and external confidential matters and ensure security of client files and agency materials.

Physical Demands and work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Private residential environment; daily contact with youth, neighbors, and Hub 585 employees
- Regular speaking, hearing, communication with others
- Household tasks may include reaching with hands and arms, stooping, kneeling, crouching, or crawling
- Occasional lifting, up to 25 pounds

Hub 585 Competencies

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| • Exceptional Leadership Qualities | • Interpersonal Savvy |
| • Action Oriented | • Peer Relationships |
| • Ethics and Values | • Self-Knowledge |
| • Integrity and Trust | • Strong Values |

Employee Acknowledgement

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Name

Employee Signature

Date

Date Created/Last Revised: _____