

Title: Respite Coordinator  
Hours: Up to 30 hours per week  
Wage Range: \$22.10 to \$29.62 per hour  
Supervisor: Program Services Manager  
Exempt Status: Non-Exempt

**Job Summary:**

The Respite Coordinator is responsible for the coordination and implementation of the Respite Program. The Respite Program supports caretakers of people with disabilities and the elderly.

***Supervisory Responsibilities:***

- Oversees the ongoing operations of the Respite program.
- Assist staff in problem solving and service delivery
- Provide orientation of job duties to new employees supervised
- Ensures staff are familiar with fiscal policies and procedures
- Responsible for ensuring all supervised staff remains aware of policy and procedure changes

***Duties/Responsibilities:***

- Responsible for day to day overall management of the Respite program including brainstorming solutions, providing input and advise, and dealing with problems in service delivery
- Promote regular and ongoing opportunities for all staff to give feedback on program operations
- Submit bimonthly reports to the Program Services Manager detailing program accomplishments, proposed changes, obstacles and financial data
- Attends trainings related to regulation changes and implementation
- Develops, revises and implements new regulations and procedures
- Provides technical assistance as needed
- Seeks opportunities to expand services delivery through outreach, grants or other methods of development
- Attend meetings as needed/required
- Helps ensure a safe working environment for staff and clients
- Other duties as assigned

***Required Skills/Abilities:***

- Ability to read and interpret laws, rules, regulations and translate them into policies and procedures
- Excellent interpersonal communication skills
- Excellent organizational skills and attention to detail
- High level of demonstrated proficiency Microsoft Office Suite, Google Workspace and Internet e-mail
- Must be reliable and extremely trustworthy
- Ability to maintain confidential and meticulous records
- Ability to learn resources available
- Ability to pass background clearance

***Education and Experience:***

- AA in human service field OR High school diploma or equivalent and 3 years' experience in a comparable position
- 3 years' experience in a comparable position
- 3 years' experience coordinating services with a single focus
- 3 years' experience providing case management and monitoring
- 3 years' experience applying and interpreting regulations

- 1 year experience with public relations including public speaking and marketing
- 1 year proven experience supervising staff

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Some driving required to out of area trainings, meetings, outreach events, etc.

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***