

Lutheran Family Services

AmeriCorps Position Description

Position Title: Respite Care and Parenting Time Assistant Coordinator
Effective Date: January 2012
Stipend: AmeriCorps HT
Reports to: AmeriCorps Program Manger
Location: Leavenworth Street Office
Appointed by: AmeriCorps Program Manger

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: Coordinate and implement expansion of respite care program services for families served through the Department of Health and Human Services. Provide respite care and parenting time services to children and families. Assist with contract monitoring, submitting of required reports, and Continuous Quality Initiative (CQI) functions.

Essential Position Duties:

Service Delivery

- Provide direct respite care and parenting time services to individuals and families referred to the Safety and In-Home Services Program to ensure the safety and well being of the child.
- Provide services for families in their own home or community location at times that are convenient for them based on the referral requirements.
- Provide supervision and assistance during parenting time in order to a) provide necessary intervention if safety of the child is in question; b) ensure that topics of conversation are appropriate; c) ensure family members are maintaining appropriate roles; and d) the parenting time is positive and productive.
- Address inappropriate behaviors as outlined in the referral and/or case plan.
- Maintain observation throughout the session and document the interactions of the family members.
- Respond to client referrals within 24 hours, and make initial face-to-face contact within 48 hours.
- Provide on-call services as needed.
- Maintain ongoing verbal and written contact with Health and Human Services (HHS) case managers, lead agency service coordinator and Lutheran Family Services (LFS) staff involved with the case.
- Coordinate, arrange and/or provide transportation in accordance with the referral and authorization.
- Participate in team meetings as needed or requested.

Record Keeping

- Provide accurate and timely documentation as required by LFS and service contracts.
- Submit billing and time sheet information according to Agency policy and procedure.
- Collect statistics and implement all CQI procedures.
- Submit weekly and monthly reports as identified through contracts.
- Track and report performance measurement data in AmeriCorps databases.

Community Relations

- Seek opportunities to educate other community agencies about LFS programs and services.
- Maintain positive working relationships with appropriate public and private human services organizations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

Growth and Development

- Attend training sessions hosted by the AmeriCorps program and ServeNebraska to increase member development opportunities
- Attend and participate in staff meetings for supervision, team building and program planning.
- Complete all training as required by the In Home Services program.

Professionalism and Confidentiality

- Keep all client names, information, and other organization business confidential
- Guard client confidentiality in waiting areas, during phone contact and handling of records.
- Ensure that all office and record security procedures are followed.

Interpersonal Relations

- Maintain a positive, respectful demeanor in all contacts with staff and the public.
- Seek needed guidance in handling difficult client situations and establishing priorities for the job.
- Work to build positive, productive relationships with other staff.

Other

- Duties as assigned.

Position Requirements:

- High school graduation required; some continuing education in human services preferred
- Must be 21 years old
- Must be able to provide regular attendance
- Understanding of cultural values and beliefs of populations being served
- Experience working with children, especially children in out-of-home placement, preferred
- Bilingual (Spanish, Arabic, Nuer, or Dinka) skills preferred
- Ability to work independently and make appropriate decisions in crisis situations
- Hours include evenings and weekends
- Regular and predictable attendance is required.
- Valid driver's license, proof of liability insurance and ability to drive for Agency business
- Commitment to the mission of Lutheran Family Services

Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____ Date _____

Member Signature _____ Date _____

Director of Human Resources _____ Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.