

## EARLY LEARNING COALITION OF DUVAL Job Description

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|------------------------|---|
| <b>Position Title:</b> | <b>EFM (Exceptional Family Member) Respite Care Manager</b> |
| <b>Classification:</b> | Exempt  |
| <b>Dept. /Program:</b> | Provider Services   |
| <b>Reports to:</b>     | Provider Services Director                                  |
| <b>Last updated:</b>   | <b>February 2019</b>  |

### GENERAL DESCRIPTION:

This position will be responsible for

- Overseeing the EFM Program servicing Mayport, NAS and Kings Bay Naval Stations
- Community link to Navy respite families
- Recruitment of high quality providers

### ESSENTIAL JOB FUNCTIONS:

- Ensures compliance of Child Care Aware of America's policies and procedures.
- Prepares reports for Child Care Aware of America.
- Oversees Annual Child Care Aware Audit.
- Communicates as needed with Child Care Aware National Directors.
- Ensures compliance of provider and family files.
- Receives family referrals (A1) and contacts families within 3 business days.
- Interviews family to compile information on social/medical/educational needs to make the best referral of providers for families.
- Mentor families and caregivers.

### ORGANIZATIONAL RELATIONSHIP:

- This position reports to the Provider Services Director

### KNOWLEDGE AND SKILLS:

- Provides information about special needs community events/conferences.
- Refers families to public or private agencies for assistance
- Ability to handle all complaints concerning families and providers
- Offers technical assistance to providers at monitoring visits and trainings
- Oversees timely completion and quality of provider monitor reports
- Consults other EFM Agencies to discuss program improvement
- Monitors families' usage of respite care hours
- Contacts families not using full EFM services for feedback

### EDUCATION AND EXPERIENCE:

- Bachelor's degree in special education; early childhood – Master's preferred
- Other degrees in a related field may be considered
- Experience in special education; early childhood/elementary education.
- Experience in training adult learners.
- Experience in guiding families to resources and through transitions.

- Military experience or interaction preferred.

### LICENSES AND CERTIFICATIONS:

- Valid driver's license; auto insurance verification

### ENVIRONMENTAL CONDITIONS:

- Primarily works in an office setting
- Some nights and weekends required for trainings and special events
- Able to lift up to 30 lbs.

### OTHER REQUIRED DUTIES

- Assist other areas with support as needed

### Employee Acknowledgement:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the ELC.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*