

## **Job Description/Announcement**

**Position:** Respite Coordinator

**Responsible To:** Executive Director

**Location:** YWCA Lincoln, 2620 O Street, Lincoln, NE 68510

**Hours:** Full-time, exempt. Occasional evenings or weekend dates.

**Organization:** The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. From its founding in 1886 to provide protection for women and support in their efforts to achieve self-sufficiency, the YWCA Lincoln has been a leader and driving force for human empowerment in the Lincoln community.

**Summary:** The Respite Coordinator is responsible for maintaining the overall functioning of the Southeast Nebraska Respite Network. In 1999, the Nebraska Legislature created the Nebraska Respite Network through the Department of Health & Human Services (DHHS) to provide a statewide system for the coordination of respite resources that serves people across the lifespan. DHHS awards grants to six local entities whose Respite Coordinators are responsible for providing information and referral for families needing access to respite, recruiting respite providers, marketing activities to increase the public's awareness of respite, coordinating training opportunities for providers and consumers, and monitoring and evaluating the quality of the program. YWCA Lincoln holds the grant for Southeast Nebraska. The Respite Coordinator also coordinates the twice-monthly Take a Break respite program for children on Friday evenings.

### **RESPONSIBILITIES:**

- Maintain accurate and up-to-date respite provider information in paper files, Excel, and online data software system, eLifespan.
- Communicate positively and maintain regular correspondence via mail, telephone, and email with Respite Providers, Caregivers, and other Network Partners.
- Link families and individuals with respite needs to care providers and related resources.
- Participate in recruitment and educational outreach activities, including attending health and career fairs, attending meetings, and conducting presentations.
- Plan and lead regular Advisory Board meetings.
- Log all communication and activities in eLifespan.
- Maintain confidentiality of program recipients and care providers.
- Serve as representative of the program in the community with professionalism and integrity.
- Prepare monthly reports and financial statements for submission to DHHS.
- Prepare annual report and program data for submission to DHHS.
- Recruit, orient and supervise Take a Break staff and volunteers.
- Register families for the Take a Break program to ensure a safe number of child-to-adult ratios are met.

**NEBRASKA  
RESPITE NETWORK**



**1-866-RESPITE**

**eliminating racism  
empowering women ywca**

- Prepare statistical information pertaining to Friday evening events.
- Schedule guest speakers and plan curriculum for the Take a Break Program.
- Participate in YWCA staff meetings.
- Work with the Respite Advisory Board and Statewide Respite Coordinator to ensure adequate lifespan and geographic representation in the Southeastern Service Area.
- Identify existing local training resources and organize training opportunities for families and providers.
- Develop, conduct, collect and analyze program evaluation to ensure quality assurance.
- Present and promote a positive community relationship with other health and human services.
- Research, write and apply for local and national grants to ensure sustainability of the Respite Network and Take a Break programs.
- Maintain a budget for the Respite Network and Take a Break programs

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Applicant must possess a Baccalaureate degree in education, human services, psychology, sociology or related field, or equivalent experience, education and training. Excellent verbal and written skills, basic computer and organizational skills required. Must have the ability to work well with people and have a strong desire to work with families in need. Must be able to work independently. Experience in office administration, and knowledge of Microsoft Office products and Internet functions preferred. Successful applicants must demonstrate dependability, mature judgment, flexibility and confidence in making decisions. Must be able to pass a background check. Valid Driver's license and own transportation will be required with mileage reimbursement.

#### **APPLICATION INFORMATION:**

Please send cover letter and resume, preferably electronically, including three references and salary requirements, to YWCA Lincoln, 2620 O Street, Lincoln NE 68510. Email to [melissa@ywcalincoln.org](mailto:melissa@ywcalincoln.org). Materials must be received by the end of the day October 6, 2014. Interviews are anticipated in the evenings on October 8 and 9.