

CARE NET OF DANE COUNTY

JOB DESCRIPTION

JOB TITLE

- **Title:** Relief Staff
- **Reports To:** The Elizabeth House Family Staff*
- **Wage Category:** Exempt
- **Hours:** One to three 48hr shifts per month
Relief holiday coverage**
Relief vacation coverage***

JOB FUNCTION

The purpose of the Relief Staff are to act as house family staff when the House Family have personal time away from The Elizabeth House (a/k/a TEH) and their management responsibilities.

DUTIES & RESPONSIBILITIES

A. Duties while working your shift

Maintain resident schedule including monitoring curfew, scheduled visits, laundry schedule, daily and weekly chore schedules, etc.

Assist any resident who desires with Bible study or spiritual development.

Answer phone and take messages. Please do not answer questions from the media – please refer them to TEH Director (extension 205).

Adhere to the daily schedule

Assist with parties or showers at the home or in other locations.

Be out in the community areas available to residents to offer help, support and encouragement, and to assist with children when needed.

Help with the specific transportation needs of residents without their own vehicle when needed.

Make sure patio door is locked and alarm system is armed when all residents are safely home at curfew. Make sure all community area lights are out after all residents are in their rooms.

Alert the Director ASAP to out-of-the ordinary resident problems, especially if they affect the safety or security of others in the home. *If in doubt*, call the Director.

Receive material goods from donors and record donor information. A list of monthly donations accepted will be made available at the beginning of each month.

Attend quarterly household meetings with all house staff. (To be determined according to house family scheduling.)

Maintain physical donations database and provide written personal thank you notes to donors for physical donations provided to The Elizabeth House.

Note: The duties listed above are not all-inclusive and may or may not be assigned dependent on the hours/shift being covered. The Director may ask assistance with other needs or projects as necessary.

KNOWLEDGE, SKILLS & ABILITIES

- A. Experience effectively dealing with stressful situations and individuals in crisis.
- B. Ability to communicate effectively and in a non-judgmental spirit with people from diverse populations.
- C. Education or experience in the helping professions. (Health care, human development, childcare, family life education, social work, case management, counseling).
- D. Experience or knowledge related to infant care.
- E. Experience with and the ability to successfully live in community.

JOB SPECIFICATIONS:

- A. Must complete Care Net's volunteer training.
- B. Must believe in Jesus Christ, God's gift of eternal life and evidence a strong Christian life testimony.
- C. Must agree with Care Net's Statement of Principles, Statement of Purpose and Statement of Faith.
- D. Regular church attendance.
- E. Own a car and be personally responsible for insurance and all related costs.
- F. Maintain one's own personal residence for all non-work time.

*The Relief Staff reports directly to the House Family Staff and is further supervised by the TEH Director.

**Holidays include: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and day after Thanksgiving, Christmas Eve Day, and Christmas Day. House Family Staff and Relief Staff will rotate holiday coverage. The House Family Staff will choose an alternate day when they are covering a holiday or when the holiday falls on their scheduled time off. This alternate day will be covered by the relief staff. This coverage will be compensated separately.

***Vacation coverage: The relief house staff will be required to participate in coverage when the house family staff are on vacation. This coverage will be compensated separately.