

MFRC Job Description
Emergency Childcare Service
Emergency/72 hours Respite Care Caregiver

Purpose of the Position

An Emergency Caregiver provides child and/or family care and general support to CF families who are experiencing a family emergency or have been called to duty on short notice and cannot access their regular childcare arrangements.

Type of Employment

Emergency Caregivers are contracted casual, on-call workers. They will be called to work as the need arises and within the predetermined availability schedule they have arranged with the Emergency Services Coordinator.

Location of Work

Emergency respite care for CF families takes place in the CF member's home.

Hours of Work

Hours of work will vary dependent on the need of the family. Assignments can be at any hour of the day or night, including weekends. Caregivers can specify when they are willing to be contacted and what hours they are willing and available to work. Assignments may exceed 24 continuous hours but will normally be 72 or fewer hours in length.

Reporting to

Emergency Services Coordinator, Sarah Jenkinson

Basic Requirements

1. Caregivers must be 19 years of age. They must also have experience working with children.
2. Caregivers will be interviewed by the Emergency Services Coordinator.
3. After a successful interview potential emergency respite caregivers must provide:
 - a) A valid certificate in CPR and First Aid
 - b) Up-to-date Attorney General's Criminal Record Review at a cost of \$20.00
 - c) A resume outlining training and experience
 - d) The names and contact information of three references to be contacted by the Emergency Services Coordinator (2 must be supervisory references)
 - e) A completed physician's declaration
 - f) Copies of certificates related to training and experience working with children
 - g) A signed confidentiality agreement

Personal Suitability

The following personal skills/abilities are required:

- a) Excellent communication verbally and in writing in English or French
- b) Ability to acknowledge the stresses of Military lifestyles sensitively and use tact in dealing with people under stressful conditions

The following personal skills/abilities would be an asset:

- a) Experience working in and/or living in a military community
- b) The ability to communicate orally in both French and English

Task Description:

1. Ensure that the physical, emotional and social needs of the children or client are met by:
 - Providing supervised age-appropriate activities both indoors and out.
 - Providing and/or preparing nutritious meals.
 - Being able to recognize and understand the stress that the children or client are feeling, and to respond in a supportive manner.
 - Ensuring that medical emergencies or concerns are attended to.
 - Ensuring that the children's usual schedule and activities are adhered to as closely as possible.
 - Ensure that inappropriate behavior is dealt with in a positive and consistent manner and appropriate to the developmental level of the child or client aimed at assisting the child or client in learning appropriate behaviors. Under no circumstances is corporal punishment to be used.

2. Ensure that the childcare is delivered in a safe and clean environment by:
 - Doing whatever cleaning is necessary to meet public health standards. This may include sweeping, vacuuming, cleaning or disinfecting surfaces in bathrooms, kitchens and diaper-changing areas, caring for pets, dish washing and laundry as needed.
 - Strict adherence to hygienic procedures as outlined in provincial regulations and legislation for private home daycare. This will include attention to hand washing and sanitary procedures involving toileting and diapering.
 - If the need arises for the caregiver to be absent from the home during a care giving assignment, only another caregiver approved by the ESC may provide alternate care.

3. Arrange transportation for:
 - Children or clients to and from appointments, activities and school.
 - Transportation must be provided via public transportation (taxi, bus).

4. Keep in contact with the Emergency Services Coordinator:
 - Keep the Emergency Services Coordinator informed of all changes, concerns or the need for input in provision of the service.
 - With the exception of weekends (when our information and referral services should be informed at 363-2640), inform the Emergency Services Coordinator of any concerns or questions.

If you have any questions about the Respite Caregiver job description or the application process to become a Respite Caregiver, please contact Sarah Jenkinson, Emergency Services Coordinator at (250) 363-3756 or via email at sarah.jenkinson@forces.gc.ca. Thank you for your interest in becoming an Emergency Respite Caregiver for the Military Family Resource Centre.