

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: 09/17/2024

Position Title: Family Care Worker

Supervisor: Program Coordinator

Program: Felicity House

Location: Hudson, FL

Work Schedule: Tuesday/Wednesday/Thursday 4pm-12am (24 hours per week)

Job Classification: Part -Time Non- Exempt

Pay Rate: \$17.50 per hour

Starting Date: ASAP

- The Family Care Worker at Felicity House is responsible for executing the day to day duties of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for providing support and assistance to residents.
- Responsible for participating in case conferences and write-ups relating to resident behaviors and related issues.
- Responsible for assisting residents in implementing their housing plan where feasible.
- Responsible for maintaining health and safety standards through regular house inspections and ensuring that common areas are sanitized.
- Responsible for participating in special events on behalf of Felicity House.
- Responsible for assisting in preparing monthly statistical reports as necessary.
- Responsible for providing direct childcare when a mother is unable to do so for a distant period of time or until respite childcare is arranged.
- Responsible for recording and maintaining pertinent information, according to the program guidelines, regarding resident needs, concerns, and presents this information to the Program Manger.

- Responsible for maintaining a Daily Log on each family and communicates pertinent information to the next Family Care Worker.
- Responsible for the care and use of materials, furnishings and cleanliness of the facility. Informs Program Manager whenever replacement or repairs are needed.
- Responsible for providing input to the process regarding dismissal of a resident for violation of policies.
- Responsible for providing physical care and comfort measures to the dying and supports their family and loved ones.
- Responsible for supporting mothers in their role and tasks of parenting.

OTHER RESPONSIBILITIES:

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.

- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St. Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to experience working within a residential facility preferred. Child care experience is a must
- Must be of good moral character.
- Must have the capacity for patience, understanding and empathy with the residents.
- Responsible to provide residents with a consistent, fair, warm, structured, healthy environment.
- Must be able to work with diverse racial, ethnic and economic groups and a clear commitment to women in single parent families, HIV infected persons and those who are homeless or living marginally.
- Must be computer literate
- Knowledge of local community resources
- The ability to establish a respectful relationship with persons served to help them, gain skills and confidence
- Ability to work collaboratively with other personnel and/or service providers or professionals
- Able to maintain a helping role and to intervene appropriately to meet service goals
- Mobility and ability to administer CPR and/or First Aid

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent, AA Degree preferred.
- Substantial successful work experience in the field of housing group living may be substituted for the degree.

It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.

Catholic Charities participates in the US E-Verify program.

