

CATHOLIC CHARITIES

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CRADLE CARE HOME

JOB DESCRIPTION

Job Title: Cradle Care Home **Number:** 25

Reports To: Child Placement Supervisor

Department: Life Connections

General Purpose: A certified Family Foster Care Home for the interim, temporary care of a newborn/infant (up to 12 months of age) for the purpose of providing twenty-four (24) hour family care when parents have yet to choose an adoptive family or they still need time to make their decision.

Essential Duties and Responsibilities:

- Provide secure, loving environment for newborns being placed for adoption
- Meet and maintain compliance with state and agency cradle care minimum standards and certification requirements
- When applicable, visit baby in hospital for feeding and holding time
- With the assistance of the agency, apply for Medicaid benefits for the baby
- Schedule routine newborn/infant care medical visits
- Maintain written documentation of all medical care appointments for infants, including the need for follow-up, next visit scheduled, and the reason the child was taken to the doctor and provide to Child Placement Supervisor
- Cooperate with required supervision visits to observe the interaction of the baby with the cradle care parent(s) and to generally assess the safety of the home
- Be available for visits with the birth parent(s) and prospective adoptive families as necessary
- Participate in the transition of the baby into the adoptive parent's care and be a resource to adoptive parents for babies that were in cradle care
- Provide monthly invoice for \$15.00/day of care provided

Minimum Requirements:

Education: No specific requirements.

Experience: Infant care experience/training. Experience in foster care and adoption a plus.

Must be able to complete state required background checks and reside in the state of Colorado

Maintain current CPR/First Aid Certification

Meet core training/ongoing education requirements

Be available with a minimum 24-48 hour notice for a placement

Or other background demonstrating application of the following knowledge, skills, and abilities:

Enjoy caring for and interacting with newborns of all backgrounds

Have knowledge of child development, particularly newborns and infants

Ability to relate well to a wide variety of people

Knowledge of Catholic Charities adoption and pregnancy counseling services

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE			X
VDT/CRT USE	X		
DRIVING			X
STANDING			X
SITTING			X
WALKING		X	
BENDING			X
WORK WITH OTHERS			X
REPETITIVE MOTION	X		
OPERATING MACHINERY			
COPIER	X		
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)	X		
10-KEY	X		
CALCULATOR	X		
COMPUTER	X		
MOUSE	X		
PRINTER	X		

OTHER REQUIREMENTS	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far	X		
COLOR DISCRIMINATION		X	
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL			X
NATIONAL	N/A		
INTERNATIONAL	N/A		

This position requires some local travel.

MOVING EQUIPMENT AND SUPPLIES

	SELDOM	OCCASIONAL	FREQUENT
LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)			X
HEAVY (Over 20 lbs.)	X		

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQUENT
LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X