



Community Action

Helping people. Changing lives.

1001 SW Baseline, Hillsboro, Oregon, 97123

POSITION ANNOUNCEMENT

POSITION TITLE: EARLY CHILDHOOD SPECIALIST

OPEN DATE: JANUARY 18, 2017

CLOSE DATE: FEBRUARY 17, 2017

HIRING RANGE/FLSA: \$17.17-18.89 HOURLY, NON-EXEMPT

POSITION STATUS: REGULAR FULL TIME (RFT)

WORK HOURS PER WEEK: 40

DEPARTMENT: CHILD CARE RESOURCE & REFERRAL

REPORTS TO: CCR&R EDUCATION SUPERVISOR

WORK LOCATION: HILLSBORO, OR

POSITIONS SUPERVISED: 0

FULL-TIME EQUIVALENT: 1.0

NUMBER OF POSITIONS: 1

*Under Oregon statute, after July 1, 1996, an offer of employment for this position is contingent upon the results of criminal offender information record check and, possibly, fingerprinting, conducted on applicants for employment in early childhood services agencies. Applicants who have been convicted of certain offenses or who refuse to consent to such background checks will not be hired for this position. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. **Continuation of all positions is contingent upon future funding.***

Position Summary:

In support of the Agency's mission, this position is responsible for increasing community access to quality child care. Duties include providing support to child care providers through individual and group training, referrals, and technical assistance on issues related to child care. Requires working with a culturally diverse population of providers, families and employers to achieve maximum service using collaborative skills. Also responsible for answering questions received through the Child Care Resource & Referral phone line, understanding and answering questions related to child care subsidies or other areas pertinent to the work of the CCR&R Department.

Essential Functions and Responsibilities:

- Answer the Child Care Resource and Referral line. Provide technical assistance, information, referrals and follow up with parents, providers and the community.
- Enter data and maintain databases.
- Make presentations on quality child care and family-friendly workplace policies to employers, employee groups, community groups, parents and child care providers.
- Recruit, train and support child care providers. Conduct follow-up evaluations of trainings.
- Recruit child care providers for professional development opportunities available through agency and Child Care Resource & Referral programs.
- Write and/or edit articles for the parent or provider quarterly newsletters.
- Maintain accurate records.
- Develop written and visual materials on quality child care issues.
- Produce reports required for evaluating program effectiveness and funding requirements; participate in ongoing evaluation of program effectiveness.
- Attend required trainings and meetings.
- Strictly adhere to all safety policies and procedures at all times and respond/correct any at-risk safety issues immediately.
- Strictly adhere to agency code of ethics and standards of workplace behavior.

- Perform other duties as assigned to meet business needs including regular and reliable attendance and adherence to all company workplace behavior standards.

Marginal Functions and Responsibilities:

- Other marginal functions and responsibilities as assigned.

Required Education/Training/Experience:

- Bachelor's Degree in Early Childhood Education with a minimum of one year of experience in a position providing group presentations. An equivalent combination of education and experience may be considered.
- Excellent written and verbal communication skills.
- Ability to build and maintain positive relationships with adults and young children.
- Knowledge of childhood care and education issues.
- Intermediate proficiency in Windows based applications including word processing, spreadsheets and database entry and queries.
- Ability to work independently and manage multiple projects.
- Available transportation and proof of auto insurance.
- Enrollment in Oregon Central Background Registry prior to offer of employment being extended.

Preferred:

- Bilingual English/Spanish written and verbal, including ability to deliver training in both languages.
- Experience in adult training techniques with focus on specific outcomes.
- Knowledge of presentation software such as PowerPoint.

Required Licensing or Other Special Certifications:

- N/A

Required Physical Demands of Essential Functions and Responsibilities:

- Work is performed in normal office environment with moderate computer and phone use.
- Local driving in various traffic and weather conditions to provider's facilities or homes.
- May be required to work flexible hours including evenings and weekends.
- In normal work day, may stand/walk 4 hrs/day; may sit 4 hrs/day; may drive 4 hrs/day; may use hands for repetitive grasping, pushing and pulling, typing and fine manipulation 4 hrs/day; may use hands at or above shoulder level for 1 hrs/day.
- In normal work day, may bend, squat, and/or climb frequently.
- Work is light in nature, lifting maximum of 20 lbs with frequent lifting and/or carrying of objects weighing up to 20 lbs.

How to Apply:

To be considered we must receive a completed Community Action Employment Application form. You are welcome to also include a cover letter and resume at your option. Transcripts may be required for certain positions. Applications can be completed on our website: www.caowash.org or you can print off the application to complete or pick up the application form at either of our following locations:

Hillsboro – 1001 SW Baseline Road, Hillsboro OR 97123 or
Beaverton – 5050 SW Griffith Dr., Suite 101, Beaverton OR 97005

Be sure to submit your application in a timely manner. If you choose not to complete an online application, you can send your completed application form, optional resume and cover letter and any required documents, such as transcripts via fax at 503-648-4175. If you prefer to mail your application be sure to mail attention Human Resources at the Hillsboro office address above.

All application submissions will be acknowledged with a receipt notification. If you are selected for an interview, we will contact you.

All current CAO employees and those on our lay off list are encouraged to apply for openings at CAO. For current employees, some qualifications may be met by an equivalent combination of education and experience at the discretion of the employer.

Benefits: All regular full-time (RFT) status positions of .50 full-time equivalent or higher are eligible for our outstanding benefits package including:

- Generous sick and vacation time
- 12 Holidays Observed
- Medical, Vision and Dental Insurance
- Free life and long term disability insurance
- Medex Travel Assist
- Employer matched 403(b) retirement plan
- Employee Assistance Program
- Rich and Diverse Mission Based Working Environment

CAO IS AN EQUAL OPPORTUNITY EMPLOYER

Community Action is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation or veteran status or other protected status in accordance with applicable federal and state equal employment opportunity laws. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.