



# Teacher / Home Visitor-in-Training

Relief Nursery, Inc  
Job Description

**Hours/week:** 32 hrs/week  
**Supervised by:** Site Supervisor  
**Location:** Eugene or Springfield, OR

## Minimum Requirements:

1. Qualifications include:
  - a. Bachelor's degree in education, family services, early childhood education or related field with early childhood teaching experience; or
  - b. A combination of associate's degree, Oregon Registry level 9 or higher and appropriate experience; or
  - c. A Bachelor's degree in a field other than child development or early childhood education and Oregon Step Registry level 9 or higher and appropriate experience.
2. Experience working with at-risk children and families, preferably including experience with home visiting.
3. Ability to write professionally, including skills in documentation.
4. Current valid driver's license with acceptable driving record/insurance coverage.
5. Current Pediatric First Aid/CPR and Food Handler's cards.
6. Physically capable of lifting and carrying children; Good stamina.
7. Demonstrated ability to work as a team member, understand developmentally appropriate early childhood practices, and child guidance techniques consistent with a therapeutic approach.
8. Bilingual in English and Spanish preferred.

## Overview:

The Teacher shares, with the teacher/home visitor, in the responsibility of integration of: children's individual and group goals; physical environment; routine; curriculum; classroom relationships; screening/ assessment; readiness to learn standards and individual family issues to ensure therapeutic, developmentally appropriate experiences for the children. The Teacher takes the lead in "housekeeping" tasks, and written child observations.

The Teacher will receive support and training to develop home visiting and family support skills including: fostering parent-child attachment; providing support & information for parenting; supporting & monitoring the child's development/ well-being (including safety); enhancing problem-solving skills; reducing/ameliorating risk factors & enhancing protective factors.

The Teacher provides respite care and transportation as assigned for the Outreach Program.



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## **Responsibilities:**

### *Therapeutic Early Childhood Classroom:*

1. Create and maintain a therapeutic, developmentally appropriate early child classroom environment for children 6 years and younger that supports all areas of children's development and meets all relevant therapeutic and certification standards.
2. Develop children's individual goals in consideration of screening/assessment information, child observations and analysis and information about the home environment/parent-child interactions.
3. Update children's individual goals regularly, based upon weekly observations and integrate into curriculum planning, adult-child interactions in the classroom and the design of the physical environment.
4. Plan and adapt curriculum informally daily and formally weekly with teacher/home visitor to reflect all relevant child goals, information and issues.
5. Ensure that all required documentation/paperwork is completed, shared with appropriate individuals and stored according to Relief Nursery policy and professional standards.
6. Communicate information about the children's goals and guidance around appropriate child/adult and child/child interactions to all adults participating in the therapeutic classroom in order to ensure consistency around approach and experiences for the children.
7. Take the lead in all classroom "housekeeping tasks" including, but not limited to: preparation and cleanup, attendance, USDA meal counts.
8. Complete child observation notes weekly and complete all additional assigned documentation and paperwork in accordance with relevant standards and requirements.
9. Confirm/send out reminders for home visits, parent teacher conferences, family events, etc., as appropriate.

### *Teaching Team:*

1. Participate in weekly planning meetings for no less than one hour with teacher/home visitor and other relevant team members (e.g., supervisor, mental health counselor, special education specialist, volunteer coordinator, etc.).
2. Collaborate with the teacher/home visitor to plan meaningful curriculum, arrange the physical environment and debrief issues/challenges on a daily basis.
3. Balance responsibility with teacher/home visitor for curriculum planning, preparation, adaptation, the physical environment of the classroom, and other relevant activities.



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4. Utilize the expertise of the teacher/home visitor, site supervisor and other team members to enhance your professional development.

## *Home Visiting:*

1. Observe or conduct a limited number of home visits as assigned and under the guidance and supervision of teacher/home visitor and/or site supervisor in order to support parent's achieving/maintaining a healthy home environment for the child, foster positive parent-child interaction and monitor relevant safety issues/concerns.
2. Provide phone contact with families to supplement home visits, as needed.
3. Complete home visit documentation reflecting professional standards on as assigned.
4. Implement approaches that include sharing information through collaborative discussions & resources; modeling appropriate interactions through emergent opportunities & planned parent-child activities; providing empathetic support & facilitating problem solving.

## *Respite Care:*

1. Work as a team with assistant teachers and other teachers
2. Monitor scheduling of respite services; provide respite as scheduled and provide transportation as needed.
3. Develop curriculum plans, prepare materials and implement a safe, therapeutic and developmentally appropriate respite experience for young children.
4. Observe, record and debrief significant behavioral indicators to team members and the Outreach Specialist.
5. Participate in all respite classroom "housekeeping tasks" including, but not limited to preparation and cleanup, attendance, and USDA meal counts.

## *Other:*

1. Complete all required documentation and paperwork in accordance with Relief Nursery, Child Care Division and other relevant standards and requirements.
2. Debrief as appropriate with all relevant specialists, team members, supervisors, including but not limited to the special education and mental health program staff.
3. Participate in no less than 24 hours of approved training per year and maintain current training certification as required.
4. Participate in reflective supervision sessions with supervisor no less than 1/month and more often as needed in order to discuss cases, reviews files and ensure the achievement of appropriate therapeutic child experiences, family support and child-safety monitoring and all appropriate documentation.



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5. Participate as a team member in all staff meetings, teacher meetings, site meetings, collaborative groups, group supervision, special projects including but not limited to Relief Nursery projects, special family events and other opportunities.
6. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
7. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
8. Perform other relevant duties as assigned.

Relief Nursery offers paid medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all benefitted employees. Pre-employment drug screen and criminal background check required. Closing date: open until filled.