



## **Relief Nursery-Job Description Outreach Assistant/ Respite Coordinator**

**Position:** Outreach Assistant/ Respite Coordinator

**Reports To:** Outreach Supervisor

**FTE/Hours:** 30

**Salary:** \$11.75-\$13.60

**Overview:** Provide respite for the families of Relief Nursery programs through a therapeutic approach, focusing on awareness of emotions and positive social interactions.

### **Requirements:**

1. 2 year degree in early Childhood Education, Human Services, or a related field or equivalent experience or a combination of associate's degree, Oregon Step Registry level 9 or higher and appropriate experience
2. First Aid and Infant/Child CPR Certifications, and valid food handlers card
3. 1 year experience working with children 0-5 year old and high-risk families
4. Good driving record, Oregon driver's license and insurance
5. Over 21 years of age with at least three years of driving experience
6. Good physical stamina with the ability to lift and carry children, sit in child size chairs and on the floor, bend, and kneel and physical ability to lift and carry at least 20 pounds
7. Basic knowledge of child maltreatment indicators, prevention and mandatory reporting requirements and guidelines
8. Knowledge of developmentally appropriate practices and principles
9. Bilingual in English and Spanish preferred but not required

### **Skills and Abilities:**

1. Work tactfully, confidently and non-judgmentally with parents, children, and staff of diverse backgrounds
2. Dependability and flexibility.
3. Good organizational skills.
4. Maturity and good judgment with confidence in ability to function in all situations as they arise, including crisis situations.
5. Maintain a professional demeanor with families, staff and public at all times.
6. Ability to communicate clearly in oral and written form.
7. Skills in problem solving and developing creative approaches; working independently and as a team member.
8. Knowledge of community resources, child development, parent-child relationships, parenting models and intervention techniques with families.
9. Basic computer skills.

**Duties:****GENERAL:**

1. Provide therapeutic respite for Relief Nursery families including interacting and supervising children, planning curriculum, toileting and diaper changing, serving meals, and clean up upon departure
2. Follow CCD guidelines for ratios when scheduling children during respite sessions.
3. Ensure that all required documentation/paperwork is completed, shared with appropriate individuals and stored according to Relief Nursery policy and professional standards.
4. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery.
5. Debrief with supervisor once a month or as needed.
6. Perform additional duties on request and as needed.

**RESPITE COORDINATOR/TRANSPORTATION:**

1. Coordinate respite including preparing and completing all paperwork needed and classroom set up/clean up.
2. Update respite binders with current family addresses, release information, and current routes. Ensure that all drivers keep this data current in all buses.
3. Relay any pertinent information about children to other drivers and/or Outreach Specialist
4. Ensure that the Relief Nursery transportation system complies with ODOT standards.
5. Adhere to all staff policies regarding confidentiality of families and children attending Relief Nursery
6. Fill out claim forms for reimbursement when needed.
7. Have complete understanding and knowledge of car seats to ensure safe transportation of children.
8. Inform transportation coordinator as needed in regards to maintenance of the buses.
9. Fill in for the transportation coordinator duties as needed
10. Perform related duties as asked and/or required

**OUTREACH ASSISTANT**

1. Assist Outreach workers with filing and paperwork as needed
2. Assist during respite with developmental screenings
3. Provide in home respite during Outreach Specialist's home visits as appropriate
4. Attend Outreach meetings and All Staff meetings.
5. Participate in no less than 24 hours of approved training per year and maintain current training certification as required.

**Relief Nursery offers medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees.**

**Pre-employment drug screen and criminal background check required. Driving record and proof of insurance required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Kelley Foley, 1720 W.25th Ave. Eugene, Oregon. 97405.**

