



Relief Nursery, Inc.
Respite Provider/Navigator Assistant
Job Description

FTE: 0.75 FTE (32 hours/week)
8:00 am – 4:00 pm M-TH
Wage Range: \$13.75 – 14.95
Supervised by: Program Supervisor
Location: Eugene/Springfield

Overview

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

We are currently hiring for a Respite Provider/Navigator Assistant to help support this mission. This position will provide respite for the clients of the Family Navigator Program using a therapeutic approach, focusing on awareness of emotions and positive social interactions. When not providing respite services, the Respite Provider/Navigator Assistant will assist Navigators as needed and requested.

Responsibilities

Please note – Some aspects of the described position are currently modified due to COVID-19 Health and Safety precautions.

1. Provide therapeutic childcare for Relief Nursery families on site and serve nutritious food for children, following USDA guidelines
2. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery
3. Assist with classroom activity preparation and the clean-up of the room upon children's departure
4. Document the number, ages, and hours for children attending childcare
5. Ensure that the classroom and kitchen are properly cleaned before leaving for the day
6. When requested, assist Navigators in providing respectful, culturally appropriate, customized services for Navigator families
7. When requested, accompany Navigator's on home visits to provide in-home respite during home visits
8. Complete Ages and Stages Questionnaire at parent request during respite or during a home visit with Navigator

9. Confirm respite schedule with the parents
10. Track statistics and complete the monthly respite report for the invoice.
11. Participate in no less than 24 hours of approved training per year and maintain current training certification as required
12. Complete Relief Nursery bus and van driver training and fill in for bus drivers on an occasional basis
13. Complete front desk training and fill in for receptionist on an occasional basis.
14. Debrief with the Family Navigator Supervisor a minimum of once a month
15. Any additional duties as assigned by the Program Director, Program Supervisor, or Site Supervisor that may include but are not limited to, organizing donations, helping in the classroom and playground; cleaning classrooms
16. Any additional duties as assigned by the Program Director, Program Supervisor, or Site Supervisor that may include but are not limited to, organizing donations, helping in the classroom and playground; cleaning classrooms, etc.

Minimum Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

1. Qualifications include:
 - a. One year of qualifying teaching experience with children ages birth to 9 years of age **OR**
 - b. Two year degree in Early Childhood Education, Human Services or related field **OR**
 - c. Certificate/degree in Child Development or related degree **OR**
 - d. Completion of 10 credits (semester option) or 15 credits (quarter system) of training at college or university in Early Childhood Education AND at least 6 months of qualifying teaching experience in a Certified Child Care Center or comparable group care program for infants and toddlers **OR**
 - e. Oregon Registry Step 8 or higher or the willingness and ability to reach Step 8 within two years of date of hire
2. Knowledge of developmentally appropriate practices and principles
3. Basic knowledge of child maltreatment indicators, prevention and mandatory reporting requirements and guidelines
4. Must be able to pass or obtain a provisional confirmation for Preliminary Hire Approval from DHS BCU and pass the Child Care Division background check before hire
5. Valid Oregon Driver's License; acceptable driving record/insurance coverage

Skills & Abilities

1. Communicate clearly in oral and written form
2. Work tactfully with a diverse population and at-risk children under the age of 9 years
3. Maintain a professional demeanor with clients, staff and public at all times
4. Dependable and flexible
5. Maturity, good judgment, and appropriate boundaries

6. Ability to adapt to situations as they arise, including crisis situations
7. Proficiency with Word and Outlook; basic computer skills
8. Demonstrate the ability to take initiative and work independently

Preferred Qualifications

1. Bilingual in English and Spanish

Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Flexible Spending Account available
- 403(b) retirement plan with employer match
- Mileage reimbursement
- Paid Jury Duty time
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year for a total of 200 hours
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after

Interested applicants, please email resume and cover letter to: Lindsey Steele, Director of Administration & Human Resources, at lindsst@reliefnursery.org.

Pre-employment DMV check, drug screen and criminal background check required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer