



Program Support Assistant 2

Job Description

Hours per week	30+ hours/week (0.75 FTE)
Supervised by	TECP Supervisor
Location	Eugene
Starting wage range	\$15.75 – \$17.25

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 seeking a Program Support Assistant 2 to help support this mission. The Program Support Assistant 2 supports the effective functioning of Relief Nursery programs and services by filling a variety of day-to-day roles to meet the on-going and emergent needs of the agency. Primary roles include transporting children to and from Relief Nursery, assisting teachers or acting as a classroom assistant in our Therapeutic Early Childhood Program, and offering other program support as needed.

This is an ideal position for anyone interested in exploring a career path at Relief Nursery or in social services.

Responsibilities

The Program Support Assistant 2 is responsible for transporting children to and from Relief Nursery, coordinating routes along with teachers and outreach staff, and assisting the Transportation Coordinator in ensuring vehicle maintenance and upkeep takes place on schedule. In addition, the position provides general support to the Therapeutic Early Childhood Program (TECP) and Respite Care programs by assisting teachers in the therapeutic classrooms and providing other program support as assigned.

1. Update current family addresses, release information, and routes
2. Organize and update child and family files as needed
3. Coordinate bus routes – this includes assisting with assessing families' needs for transportation in collaboration with teachers and outreach workers
4. Relay information as to and from program staff and parents when dropping off and picking up children in a warm and effective manner
5. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery
6. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy
7. Attend staff and program meetings as requested
8. Collect and submit gas logs to Finance Assistant every two weeks

9. Schedule and secure maintenance and repairs for vehicles in coordination with Transportation Coordinator and supervisor
10. Complete documentation including claims forms for check request or reimbursement in a timely manner
11. Assist with training staff on bus driving and car seat safety
12. Provide support to Relief Nursery programs as assigned. Support may include, but is not limited to:
 - a. assisting teachers in classrooms
 - b. helps as requested with moving and sorting donations
 - c. assisting the cook with food preparation, dishes and kitchen clean up
 - d. greeting parents and answering the phones at the front desk
 - e. assisting with general building upkeep
13. Other duties as assigned

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.

Individuals who previously received services from Relief Nursery or those interested applicants who do not meet the minimum qualifications are also encouraged to apply.

1. Good driving record – DMV records check will be required
2. Willingness to obtain First Aid and Infant/Child CPR Certifications within 90 Days of hire
3. Experience working with children 0-5 years of age
4. Comfortable driving a small school bus as well as large and small vans (training provided)
5. Effective communication skills, emotional maturity, and stability
6. Maintain a professional demeanor with clients, staff and public at all times.
7. Ability to relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members
8. Dependability and flexibility in meeting the needs of an organization
9. Organizational and record-keeping skills
10. Basic computer and office skills, including email communication, and Microsoft programs
11. Good physical stamina with the ability to lift and carry car seats, children, sit in child size chairs and on the floor, bend, and kneel

Preferred Qualifications

1. Associate or Bachelor's degree
2. Bilingual in English and Spanish
3. Experience working with high-risk families

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
- Employee Assistance Program (EAP)
- 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 (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays

Interested applicants, please email resume and cover letter to:

Jessie Hernandez, TECP Supervisor at jessiehe@reliefnursery.org

Pre-employment drug screen (including marijuana), criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace