



Family Navigator/ISRS Assistant Job Description

Hours per week	20 hours/week (0.5 FTE)
Supervised by	Family Navigator Program Supervisor
Location	Springfield, Oregon
Starting pay range	\$19.84 - \$21.34

Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more. We welcome applicants of diverse backgrounds and strive to hire individuals interested in the unique, challenging, and rewarding career opportunities that help support our mission.

The Family Navigator/ISRS Assistant provides respite care for the clients of the Family Navigator and ISRS Programs using a therapeutic approach with a focus on awareness of emotions and positive social interactions. When not providing respite services, the Family Navigator/ISRS Assistant will assist program providers as needed and requested.

Family Navigator Overview

The Family Navigator program focuses on ODHS Child Welfare referrals for parents and families. The program assist families in completing items of their case plan and/or other services that are supportive to their success.

ISRS Overview

The purpose of the ISRS Worker is to provide In-Home Safety and Reunification Services (ISRS) in Lane County to safely reduce the number of children who enter or remain in foster care. The focus of ISRS is safety and change. The program provides skills training to adults, children, and adolescents to address safety concerns and implements effective service plan in collaboration with ODHS caseworker and family members.

Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.

Responsibilities

1. Provide therapeutic childcare for Relief Nursery families on site and serve nutritious food for children, following USDA guidelines
2. Assist with classroom activity preparation and the clean-up of the room upon children's departure

3. Document the number, ages, and hours for children attending childcare
4. Ensure that the classroom and kitchen are properly cleaned before leaving for the day
5. Assist Family Navigator/ISRS Providers in providing respectful, culturally appropriate, customized services for families
6. Accompany Providers on home visits to provide in-home respite during home visits
7. Confirm respite schedule with the parents
8. Track the stats and complete the monthly respite report for the invoice
9. Complete ASQs at parent request during respite or HV
10. Follow all procedures regarding written protocol and confidentiality of records.
11. Attend monthly (minimum frequency) supervision meetings with Program Supervisor
12. Participate as a team member in all program and staff meetings, site meetings, collaborative groups, group supervision, and special projects including but not limited to Relief Nursery projects, special family events and other opportunities as requested
13. Perform other duties as assigned by Relief Nursery Supervisors and Program Directors that may include but are not limited to, organizing donations, helping restock food pantry, etc.
14. Complete all required Relief Nursery trainings, including Relief Nursery bus and van driver training and provide transportation for children and families as needed

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. Two year degree in Early Childhood Education, Human Services or related field or equivalent experience
2. Oregon Step Registry level 6 or higher
3. Experience working with children ages birth to 9 years of age
4. Knowledge of developmentally appropriate practices and principles
5. Current Pediatric First Aid/CPR and Food Handler's cards or willingness to obtain prior to start date
6. Current valid driver's license with acceptable driving record/insurance coverage
7. Please note that all applicants must pass the Oregon Criminal History & Abuse Records Database System (ORCHARDS) background check and Department of Early Learning & Care's Central Background Registry (CBR) background check prior to hire. Instructions for completing these will be provided.

Preferred Qualifications

Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.

1. Bilingual in English and Spanish
2. Bachelor's degree in education, family services, early childhood education or related field with early childhood teaching experience
3. Two years' experience working with ODHS families and providers.

Skills & Abilities

1. Ability to work effectively and respectfully with diverse populations and at-risk children under the age of 9 years
2. Maintain a professional demeanor with clients, staff and public at all times
3. Dependable and flexible
4. Maturity and good judgment with confidence in ability to function in all situations as they arise, including crisis situations
5. Proficiency with Word and Outlook; basic computer skills
6. Demonstrated ability to take initiative and work independently

Annual Benefits for Employees

Relief Nursery employees enjoy the benefit of being a part of an organization that makes the world a safer and better place. Part-time employees (those working fewer than 30 hours per week) also receive:

- Access to Employee Assistance Program (EAP)
- One hour of sick leave accrued for every 30 hours worked
- Unpaid holidays:
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Juneteenth
 - Fourth of July
 - Labor Day
 - Indigenous Peoples' Day
 - Veterans Day
 - Thanksgiving Day and the day after
- Paid 30 minute lunch break when applicable
- Mileage reimbursement
- Modest monthly cell phone allowance if regular cell phone use is required by the position
- Opportunity for internal growth and promotion, including access to professional development funds and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Laura Fricke, Family Navigator/ISRS Program Supervisor at laurafr@reliefnursery.org

Pre-employment drug screen, 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