



TECP Site Supervisor

Job Description

Hours per week	40 hours/week (1.0 FTE)
Location	Eugene, OR
Supervised by	Deputy Director – Early Childhood Programs
Starting wage range	\$29.43 - \$30.93, depending on qualifications

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.

Responsibilities

Location Oversight

1. Be present and available at designated site during assigned hours in which children are present in either the Therapeutic Early Childhood Program or other related activities during the daytime and at periodic evening events.
2. Monitor compliance with all relevant site-related standards and requirements (Office of Childcare, Fire Marshal, Lane County Sanitation, and others) and communicate in a timely manner all relevant issues to Program Director of Early Childhood Programs.
3. Ensure implementation of the therapeutic model including, but not limited to therapeutic interactions, ratios, use of volunteers, safety issues, physical environments, and all other considerations relevant to the program operation.
4. Assume leadership in coordination with other relevant staff in site related issues as they emerge.

Therapeutic Early Childhood Program (classroom and home visiting system)

1. Provide leadership to TECP staff, supporting their professional growth and development, fostering a sense of comradery and teamwork, and an unwavering commitment to quality and the Relief Nursery model and mission.
2. In coordination with the core programs leadership team, recruit, hire, train and track required documentation for TECP staff (including substitutes), to meet all relevant qualification and training requirements.
3. Monitor compliance with Relief Nursery Quality Assurance Standards and provide reflective supervision for the teacher/home visitors at designated site:



TECP Site Supervisor

Job Description

- Supervision format includes, but is not limited to regularly scheduled one-on-one supervision sessions, group supervision, informal sessions and formal annual reviews.
 - Supervision issues include, but are not limited to: the classroom physical environment, classroom interactions, classroom routine, curriculum, classroom dynamics, child goals, working with specialists, linkages within Relief Nursery and with other resources; home visiting and support offered to families, case management, data collection and documentation, time management, communication and team work, crisis response, safety, ethics, healthy boundaries, and self-care.
4. Provide consultation, support and assistance with suspected child abuse/neglect reporting and ensure compliance with Oregon Child Abuse Reporting laws and Relief Nursery policies.
 5. Participate in the daily oversight and implementation of therapeutic classroom and home visits as needed and as appropriate:
 - Participation may include, temporarily filling in for teacher/home visitor, cook, bus driver, bus rider and receptionist.
 6. Coordinate with the Volunteer Coordinator for the scheduling and oversight of volunteers/interns in the therapeutic classrooms at designated site, as well as all other relevant volunteer issues.
 7. In collaboration with the Deputy Director of Quality Assurance, oversee and ensure quality and accuracy of child and family data, screening, tracking, assessment and documentation completed by TECP staff.

Support Systems (transportation, childcare and/or kitchen)

1. In collaboration with the core programs leadership team, provide oversight for support systems (transportation, childcare, and kitchen) at designated site:
 - Oversight includes ensuring that systems are in place and functioning and in accordance with all regulations.
 - Oversight includes ensuring that relevant staff are performing job duties as applicable to designated plans and in accordance with all regulations.

Other

1. Coordinate and collaborate with other Relief Nursery supervisors, managers and service providers including but not limited to Outreach, special education, parenting education, mental health, and peer support.
2. Collaborate with other agencies to ensure coordinated and non-duplicative services.
3. Plan and implement teacher meetings and trainings in collaboration with core program leadership team.



TECP Site Supervisor

Job Description

4. Participate with relevant staff in the development of policy and procedures for TECP and related programs.
5. Participate in no less than 24 hours of approved training per year and maintain current training certifications as required.
6. Represent Relief Nursery at community meetings, speaking engagements, tours and other assigned events.
7. Participate in reflective supervision with supervisor no less than 1 hour per month and more often as needed.
8. Participate in assigned meetings and activities including family events, classes and services in the daytime and on occasional evenings.
9. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
10. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws, Relief Nursery policy and other relevant rules and guidelines.
11. Perform other relevant 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.

1. Bachelor's degree in early childhood education, social work or related field or ability to obtain a degree in the field or step 9 in the Oregon Registry Online within two years from date of hire.
2. Two years' experience in early childhood classrooms.
3. Two year's providing home visiting services to families at risk for child abuse and neglect.
4. Experience with reflective supervision.
5. Ability to exercise discretion and confidentiality, take initiative and respond effectively to emergent/crisis situations.
6. Current Oregon Driver's license, acceptable driving record and insurance.
7. Current Pediatric First Aid/CPR and Food Handler's cards.
8. Demonstrated ability to work both collaboratively as a team member and as a leader.
9. Ability to document and communicate professionally in written and verbal form.

Preferred Qualifications



TECP Site Supervisor

Job Description

1. Master's Degree in early childhood education, social work, early intervention, or related field.
2. Bilingual in English and Spanish.
3. Experience providing reflective supervision.

Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Medical, dental and vision coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- Up to 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
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Leslie Finlay, Program Director
lesliefi@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