



Outreach Assistant

Job Description

Hours per week	40 hours/week (1.0 FTE)
Supervised by	Outreach Program Supervisor
Location	Eugene, Oregon and Springfield, Oregon
Starting wage range	\$23.00 – \$24.50, depending on qualifications
Bonus	\$1,000 for Step 9 or above in the ORO system

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 are currently hiring for an Outreach Assistant to help support our Outreach program. The Outreach Assistant coordinates and provides respite care for the families of Relief Nursery programs using a therapeutic approach that focuses on awareness of emotions and positive social interactions.

Responsibilities

Respite Care Classroom

1. Create and maintain a therapeutic, developmentally appropriate early child classroom environment for children 6 years and younger that supports all areas of children's development and meets all relevant therapeutic and certification standards
2. 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
3. Follow Oregon Department of Early Learning and Care (DELIC) guidelines for ratios when scheduling children for respite sessions
4. Ensure that all required documentation and paperwork is completed, shared with appropriate individuals and stored according to Relief Nursery policy and professional standards
5. Adhere to all staff policies regarding confidentiality of families and children receiving Relief Nursery services
6. Debrief with supervisor once a month or as needed
7. Perform additional duties on request and as needed.

Coordination and Transportation

1. Coordinate all aspects of respite care for families, including preparing and completing all paperwork needed and classroom set up and clean up
2. Update respite files with current family addresses, release information, and current transportation routes. Ensure that all drivers have current data



Outreach Assistant

Job Description

3. Relay any pertinent information about children to other drivers and/or Outreach Specialist
4. Complete Relief Nursery bus and van training. Occasional driving of buses or vans will be required to transport children to and from Relief Nursery in the absence or lack of availability of the regular driver
5. Complete Relief Nursery car seat training and have an understanding and knowledge of car seats to ensure safe transportation of children.
6. Inform Transportation Coordinator as needed in regards to maintenance of the buses
7. Assist with other the transportation duties as needed

Other

1. Assist Outreach workers with filing and paperwork as needed
2. Assist with developmental screenings during respite care
3. Provide in home respite during Outreach Specialist's home visits as appropriate
4. Complete all required documentation and paperwork in accordance with Relief Nursery, Child Care Division and other relevant standards and requirements
5. Participate in no less than 24 hours of approved training per year and maintain current training certification as required
6. Participate in supervision sessions with supervisor no less than one time per month and more often as needed in order to discuss cases, reviews files and ensure the achievement of appropriate therapeutic child experiences, family support and child-safety monitoring and all appropriate documentation
7. Complete front desk training and fill at the front desk on an occasional basis
8. Participate as a team member in all staff meetings, site meetings, collaborative groups, special projects including but not limited to Relief Nursery projects, special family events and other opportunities
9. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy
10. Perform other relevant duties as assigned, including Food for Lane County (FFLC), diaper bank, 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. 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in child development or early childhood education, or



Outreach Assistant

Job Description

- b. a one year state or nationally recognized credential related to childcare, or
 - c. 750 hours of qualifying teaching experience in a Certified Child Care Center or 1500 hours of qualifying teaching experience in a Registered Family or Certified Family child care, or
 - d. 10 credits (semester system) or 15 credits (quarter system) of training at a college or university in child development or early childhood education AND at least six months of qualifying teaching experience, or
 - e. documentation of attaining at least step 6 in the Oregon Registry Online (ORO), or
 - f. willingness and ability to meet these qualifications within one year from date of hire
2. Demonstrated ability to work as a team member, understand developmentally appropriate early childhood practices, and child guidance techniques consistent with a therapeutic approach
 3. Skills in problem solving and developing creative approaches; ability to adapt and function in situations as they arise, including crisis situations
 4. Ability to work tactfully, professionally and non-judgmentally with parents, children, and staff of diverse backgrounds
 5. Knowledge of community resources, child development, parent-child relationships, parenting models and intervention techniques with families.
 6. Ability to communicate clearly in oral and written form
 7. Ability to use or learn to use Microsoft Outlook, Word, Excel, and other basic computer programs
 8. Dependability and flexibility
 9. Strong organizational skills
 10. Current valid driver's license with acceptable driving record/insurance coverage
 11. Current Pediatric First Aid/CPR and Food Handler's cards
 12. Good physical stamina with the ability to lift and carry children, sit in child size chairs and on the floor, bend, and kneel; physical ability to lift and carry at least 20 pounds

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. At least 1 year paid employment in an early learning classroom and/or supporting families through home visiting
3. Experience supporting children and families experiencing poverty, stress, and other barriers
4. Oregon Step Registry Level 6 or higher; or 2 year degree in early Childhood Education, Human Services, or a related field; or equivalent experience

Annual Benefits for Employees



Outreach Assistant

Job Description

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:

Kelley Foley

kelleyfo@reliefnursery.org

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