
Position Information: CCR&R CONSULTANT/TRAINING MANAGER

Supervised by: CCR&R Director

Supervises: Does not supervise others

Salary: Manager I

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To manage CCR&R sponsored training across all counties and provide quality referrals to parents looking for child care and to provide training and technical assistance to child care providers in Counties Served.

Essential Responsibilities:

- Manage and Coordinate CCR&R Training
 - Manage and provide oversight to all training provided by CCR&R consultants
 - Ensure consultants have the necessary documents prior to trainings
 - Ensure consultants submit the required documents after each training
 - Provide training and technical assistance to consultants as it relates to ORO, DHS Citrix, NACCRRAware, and Central Coordination
 - Develop the Quarterly CCR&R Provider Newsletter and coordinate County Training Pages
- Parent/Provider Consulting
 - Provide information/assistance regarding child care in the community to parents upon request
 - Utilize NACCRRAware to provide parents with child care referrals upon request
 - Provide consumer education to parents regarding choosing/demanding quality child care
 - Maintain necessary record keeping of parent/provider calls by logging calls, entering requests in the database of NACCRRAware, and completing correspondence with the parent/provider regarding any referrals made
 - Handle related correspondence and written reports as requested
 - Assist with publicity/media coverage regarding services to providers and parents
 - Assist in maintaining the Lending Library
 - Enroll providers, and enter information into NACCRRAware database
 - Assist in completing regular updates on provider files
 - Provide training and technical assistance to child care providers to meet child care regulations through one-on-one or group sessions
- Represent CCR&R at local community meetings as designated by supervisor
- Maintain and submit quarterly Food Handler and RRCAN Logs to CCR&R Director
- Prepare and submit to the CCR&R Director a monthly report of activities
- Assist in maintaining the Early Learning Division's Office of Child Care's training calendar that encompass trainings provided to providers and community in Counties Served and ensure they are posted on the UMCHS training calendar
- Verify provider status in ORO at the completion of all CCR&R sponsored training sessions
- Verify provider status in DHS prior to Training sessions

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do;*
 - *A commitment to positive performance and a welcoming culture;*
 - *A commitment to outcomes, measured results and quality improvement;*
 - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
- Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- AA/BA degree in Education, Early Childhood Education, Child Development or related field

Experience and Skills Requirement

- Two years' experience working in a human/social services field.
- Two years secretarial/computer experience
- Current CPR and First Aid cards
- Ability to keep accurate records
- Ability and desire to effectively work with low-income children and their families

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift and move heavy and/or bulky objects up to 10 lbs.
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence

construction, punctuation and grammar.

- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- Perform physical inventory of equipment and/or supplies.
- Make precise arm-hand positioning movements and maintain static arm-hand positions.
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.

Work Environment/Conditions:

- The work environment includes indoor office environments or comparable spaces and community spaces, with frequent exposure to outdoor weather when traveling to meetings and/or trainings. The noise level varies by sites and meetings.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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