



## UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

### BILINGUAL CCR&R CONSULTANT

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#### Position Information:

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**Supervised by:** CCR&R Director

**Supervises:** Does not supervise others

**Salary:** Coordinator V

**Classification:** Non-Exempt

**Terms of Employment:** Regular-Full Time

#### Job Goal:

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To provide quality referrals to parents looking for child care and to provide training and technical assistance to child care providers in Umatilla and Morrow counties. Ensure training of providers in CCR&R is provided in the communities served

#### Essential Responsibilities:

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- 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
  - Complete 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
  - Assist in developing the Quarterly CCR&R Provider Newsletter
- 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 training calendar that encompasses trainings provided to providers and community in Umatilla and Morrow Counties 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

#### Qualifications:

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- AA/BA degree in Education, Early Childhood Education, Child Development or related field
- Two years' experience working in a human/social services field
- Two years secretarial/computer experience
- Fluent in English and Spanish both verbally and written

- Current CPR and First Aid cards
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Ability to keep accurate records
- Ability and desire to effectively work with low-income children and their families

### **General Staff Responsibilities:**

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- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
- Maintain congenial and respectful relations with staff, children, families and community.
- Keep current and accurate records.
- Maintain confidentiality in regards to staff and family information.
- Maintain objectives and professional standards.
- Improve self-skills and education.
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- Perform any other work-related duties as requested by your supervisor.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- 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

### **Other Requirements:**

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- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
- Comprehend, analyze, and make inferences and references from written material.
- Fluent in English both verbally and written.
- Perform physical inventory of equipment and/or supplies.
- Make precise arm-hand positioning movements and maintain static arm-hand positions.
- Ability to use computer and word processing software program, multi-lined telephone system, and copier.
- Sort; alphabetize documents, records and/or files.
- Daily use of computer monitor.
- 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.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***