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## **Position Information: BILINGUAL CHILDCARE SPECIALIST**

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**Supervised by:** Childcare Development 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 assist in the development and implementation of Quality Rating and Improvement System (QRIS) and Focus Childcare Network (FCCN). To provide training and technical assistance to child care providers in the counties served.

### **Essential Responsibilities:**

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- QRIS: Provides initial contact for child care providers to enroll in Oregon's Quality Improvement Programs (QRIS and Provider Networks as applicable)
  - Coordinates recruitment activities
  - Conducts Increasing Quality Training (IQT) training sessions and other related training sessions as needed
  - Provides onsite coaching visits to programs needing intensive support through observation and feedback
  - Provides distance coaching (email, phone, etc) to individuals to support implementation of QRIS and FCCN
  - Reviews materials and provides feedback and referrals to resources
  - Completes QRIS/FCCN tracking logs monthly
- Provider Consulting:
  - Provide consumer education to providers regarding quality child care
  - Maintain necessary record keeping of provider activities and completing correspondence with the provider regarding any referrals made
  - Handle related correspondence and written reports as requested
  - Assist with publicity/media coverage regarding services to providers and parents
  - Provide training and technical assistance to child care providers 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
- Prepare and submit to the CCR&R Director a monthly report of activities
- Performs work using a computer/laptop using Microsoft Office, Excel, and Adobe programs and is familiar with NACCRRAware software

### **General Staff Responsibilities:**

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#### **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:**

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

### **Experience and Skills Requirements:**

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- Two years' experience working in a human/social services field.
- Two years secretarial/computer experience
- Ability to connect and engage with adult learner
- Fluent in English and Spanish both verbally and written
- Current CPR and First Aid cards

### **Physical Requirements:**

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The physical demands and work environment described below 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:

- Sit for long periods of time with daily use of computer screen;
- 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.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds  
*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

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Work is normally performed in a typical interior/office work environment.  
Job tasks are performed in close physical proximity to other people

### **Safety:**

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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:**

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- Current enrollment in the Child Care Division's Central Background Registry

- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to 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.
- 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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