
Position Information: CCR&R CONSULTANT

Supervised by: CCR&R Director

Supervises: Does not supervise others

Salary: Coordinator V

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To provide training and technical assistance to child care providers in Counties Served. To connect with community resources and promote quality child care services.

Essential Responsibilities:

- Provide information/assistance regarding child care in the community upon request
- Provide training and technical assistance to child care providers to meet child care regulations through one-on-one or group sessions
- Connect parents looking for child care with 211Info
- Provide consumer education to clients regarding choosing/demanding quality child care
- 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
- Represent CCR&R at local community meetings as designated by supervisor
- Maintain required logs for all training sessions
- 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
- Utilize ORO to Register participants for training session and verify provider status at the completion of all CCR&R sponsored training sessions
- Verify provider status and eligibility in DHS prior to training sessions
- Assist in developing the Quarterly CCR&R Provider Newsletter with county specific information

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 Requirements:

- Two years' experience working in a human/social services field.
- Two years secretarial/computer experience

Physical Requirements:

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:

Work is normally performed in a typical interior/office work environment.
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
- 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

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