



Position Information: Early Childhood and School-Age Program Support

Supervised by: Building Healthy Families Executive Director/ Board of Directors

Salary: \$15-\$17.00 per hour

Classification: non-Exempt

Terms of Employment: One full-time benefitted position; Monday-Friday, 32-40 hours per week. Or two part-time positions.

Position Overview

This position combines work in the Early Childhood classroom, with daily program support opportunities for multiple Building Healthy Families programs and services. Our Early Childhood classroom provides 2 full-days of early learning experiences for children 0-5 years of age. Program Support would include both program planning and facilitation of tasks for a number of BHF programs.

Responsibilities to include but not be limited to:

- 2 days assisting in day to day operations of Early Childhood Classroom. This includes helping to provide an educational, safe learning opportunity for children birth-5 years. Example duties include: menu planning, grocery shopping, food prep, feeding, diapering, cleaning, engaging in age-appropriate play, working with families, supporting learning activities, daily data collection, etc.
- Work directly with children and families in a number of BHF's school and community based programs including after school program, summer programming and community events.
- Work to build and maintain positive, respectful relationships with staff, community members and partners.
- Complete a wide variety of tasks necessary to ensure smooth and effective program delivery and agency operation.
- Maintain and ensure confidentiality of sensitive information.
- Collaborate with other BHF staff to ensure high-quality, efficient and effective programming.

Confidentiality:

Building Healthy Families employees are required to respect the confidentiality of all clients. Any records concerning specific clients are confidential. Any information passed on is considered violation of privacy and will be treated as a breach of confidentiality. This includes information about children or families, personnel issues, labor relations matters, including bargaining strategies and other program operations as appropriate. Refer to BHF Policies and Procedures manual for more information on confidentiality.

General Requirements:

- Employees of Building Healthy Families 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 respectful, cooperative and reliable team member and participate 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.

Minimum Requirements:

- High school diploma or GED
- 2 years prior experience in a similar field strongly preferred
- Ability to pass criminal background check
- Current First Aid/CPR & Oregon Food Handlers (or ability to obtain upon hiring)
- Willingness and ability to attend trainings as needed

Knowledge, Skills and Abilities:

- Strong interpersonal skills and ability to communicate clearly and effectively with a variety of personalities and in a variety of situations
- Organizational skills
- Timely and effective task completion
- Basic computer skills
- Mature, responsible decision-making
- Pro-active and creative problem-solving abilities
- Ability to react calmly and effectively in emotionally charged situations and to diffuse and resolve conflict effectively
- Ability to work in a team setting with a willingness to transition between leadership and support roles as needed
- Flexibility and adaptability

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:

- Frequently bend and kneel
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Make precise arm-hand positioning movements and maintain static arm –hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of office and equipment which may require the use of broom, carpet sweeper and mop

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions

Work Environment/ Conditions:

- Requires working indoors in environmentally controlled conditions
- May require working in outdoor environments

- Requires exposure to cleaning fluids and sanitizing agents
- 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
- Participating in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Oregon Background check (depending on position)
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile, as well as proof of insurance, 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 culturally and socioeconomically diverse population including 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

To Apply

To apply submit a cover letter and application to Andrea Mildrexler

amildrexler@oregonbhf.org

Building Healthy Families, 207 NE Park St, Enterprise, OR

Building Healthy Families is an Equal Opportunity Employer