



Job Description

Position: Relief Nursery Therapeutic Early Childhood Teacher and Home Visitor – Spanish/English Preferred

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Therapeutic Early Childhood Teacher/Home Visitor will be responsible for planning, implementing and evaluating programs and activities designed to address the individual and developmental needs of children, age 2-5 enrolled in the Relief Nursery. This position will be responsible for implementing developmental and health information and activities to parents through home visits and other case management strategies. This position will be assisting families in accessing needed support services to enhance overall wellness of individual family systems.

Qualifications: Bachelor's Degree in Early Childhood Education or Bachelor's Degree in a related field with three to five years of experience working with families with multiple risk factors. Must have early childhood knowledge that includes the ability to respond appropriately to each child's developmental level, to nurture and support each child's feelings and self-esteem, establish clear limits for behavior and have the ability to form positive relationships with families. Experience/background working with families with multiple stress factors and knowledge of community resources is preferred. Fluency in Spanish is also preferred, but not required. In addition, must have an agreement with the OMCCF and Relief Nursery mission.

Responsible to Whom: The Early Childhood Teacher/Home Visitor is responsible to the Relief Nursery Director.

Responsibilities:

1. Responsible for Children's Educational Program including:
 - A. Planning and implementing a developmentally appropriate educational program and providing a therapeutic environment that reflects the OMCCF and Relief Nursery philosophy.
 - B. Assess family health needs and refer to relevant resources.
 - C. Assessing children's developmental needs using the Ages & Stages Questionnaire and Ages & Stages—Social Emotional at scheduled time intervals and integrating them into the

curriculum and classroom environment as needed. Developing goals for children and track progress on such goals.

- D. Completing Relief Nursery forms at scheduled time intervals.
 - E. Completing progress notes, records of contact and other paperwork as required.
 - F. Communicating information related to children to community agencies and other professionals as needed, to ensure comprehensive services provision.
 - G. Facilitating transition planning as indicated.
 - H. Ensuring the safety of the children in the classroom, on the playground, during community events or on field trips, including the ability to lift up to 50 lbs.
2. Responsible for Parent Support and Information including:
- A. Providing parent support and information services to parents through home visits in ways that are consistent with the OMCCF philosophy and Relief Nursery Oregon Administrative Rules (OAR's).
 - B. Using information from an evidence-based parenting education curriculum to support families' skills in the home through home visits.
 - C. Ensuring that information regarding child's assessment, goals and objectives and daily progress is regularly conveyed to parents.
 - D. Working cooperatively with staff, interns, volunteers and community partners to support the mission of keeping children safe and strengthening children and families.
 - E. Transporting children to/from school as determined necessary.
3. Shared Responsibility in program and center operation including:
- A. Providing immediate feedback and support for staff, volunteers and interns working in the classroom.
 - B. Providing reflective supervision as delegated by the Relief Nursery director.
 - C. Maintaining a therapeutic and nurturing environment, supplies and equipment.
 - D. Using established systems for paperwork, appointments, etc.
 - E. Ensuring that family files are appropriately maintained and up-to-date, including health and attendance records, developmental assessments, accident and medication forms, permission and release forms, etc.
 - F. Communicating with Relief Nursery Director about routines, events, problems, family concerns and Center maintenance needs to support team approach.
 - G. Participating in regular reflective supervision.
 - H. Maintaining confidentiality.
 - I. Participating in Relief Nursery and OMCCF meetings and training.
4. Other Related Duties as assigned including:
- A. Maintaining a professional job attitude including positive team behavior (e.g. willing to pitch in, problem solve, collaborate, communicate positively, etc.)
 - B. Maintaining and updating pediatric first aid/CPR, food handler's certification, approved auto insurance driving record and participation in the Oregon Registry.
 - C. Grooming as appropriate for the job.
 - D. Reporting at regular working hours, being punctual and using an appropriate work ethic.
 - E. Demonstrating good skills (courteous and positive) when representing Old Mill Center and Relief Nursery interests.

I have received, reviewed and fully understand the job description for the Monroe Relief Nursery Therapeutic Early Childhood Teacher and Home Visitor – Spanish/English Preferred position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Date

- F. Writing in a clear, concise manner.
- G. Participating in staff development activities, meetings and fundraising events.
- H. Following established standards, policies and procedures of OMCCF and Relief Nursery OARs.
- I. Enrolling & obtaining a step on the Oregon Registry
- J. Enrolling in Oregon Registry Online
- K. Creating a Professional Development Plan with supervisor
- L. Engaging in 24 hours of training per year