

Dallas Classroom Aide/Court and Community Care

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Part-time, 30 hours per week

PAY/SALARY: TBD

LOCATION: Dallas, OR

Family Building Blocks (FBB) is accepting applications for a part-time **Dallas Classroom Aide/Court Community Care** that will work in Dallas.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The **Dallas Classroom Aide/Court and Community Care** at Family Building Blocks will support the work of the Therapeutic Classrooms and Community and Court Care programs by maintaining a developmentally appropriate environment; creating and supporting safe and nurturing relationships with children; assisting in appropriate guidance and supervision of children and modeling appropriate and best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Every position is vital to ensuring the highest level of services are delivered to our children and families. Regular attendance is expected of all employees as a normal condition of employment and each employee is responsible for being present every day at the scheduled time.

40% Therapeutic Classroom

- Work in a partnership with the Classroom Teacher's to provide direct early childhood developmental education services to children and families in the following ways:
- Assist and support the Teacher's to work with and meet the needs of all children of diverse needs and abilities.
- Implement and support activities that promote the social, emotional, physical, and cognitive development of infants and toddlers, while respecting the parental and cultural influences of the family.
- Follow schedule of the day and support Teacher's and children during transition activities.

- Encourage children's active exploration, cooperation, collaborative problem solving, and appropriate socialization interactions with adults and children.
- Prepare classroom materials to support learning.
- Abide by rule set by Oregon Childcare Division
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.
- Use effective supervision and monitoring skills for children; promote health and safety at all times.
- Support the Classroom Teacher's in responding to crisis or emergency situations that may occur.
- Assist and support the Classroom Teacher in communications with parents to provide consistent messages and information.

45% Court and Community Care

- Responsibilities from above are the same for Court and Community Care; the difference are that children
- Abide by rule set by Oregon Childcare Division
- Adapting to meet the needs of new children accessing care at different time throughout the day.
- Follow routines and schedule for the day, prepare activities.
- Prepare classroom environment and materials to support learning to children ranging from 6 weeks-12 yrs.
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.

5% Volunteer & Intern Program Support

- Provide an atmosphere that promotes inclusion and supports volunteers and student intern's involvement in the classroom.
- Support the work of FBB volunteers and interns as an integral part of program services.

10% Other related Teacher Activities as needed

- Assist in the maintenance of materials, equipment and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of transportation related activities, as needed.
- Preparation of breakfast and lunch daily, wash and sanitize dishes.
- Attend required training, staffing and meeting activities
- Assist as needed and/or assigned to related activities such meal distribution, communicating additional information to parents etc.
- Answering phone calls, office related tasks.
- Complete classroom related task; attendance forms, safety checklists, QIRS tasks and other responsibilities given.

Minimum Education and Experience

- High School Diploma or GED
- Some experience working in a child care environment or comparable group care program, in the care of infant and/or toddlers/preschool age children.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.

- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Strong problem-solving skills and ability to stay calm in a busy environment.
- Must have excellent written, verbal, and interpersonal communication skills.
- Possess computer skills, to include use of internet, email, and data entry (Microsoft Office) and ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Possess a valid Oregon Driver's license, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry and/or Oregon State Police Criminal Records.

Preferred Education and Experience

- Associate' degree in Early childhood or related field
- At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant/toddlers
- At least Step 8 on the Oregon Registry
- Bilingual English/Spanish

Additional Requirements

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment driver's license and an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)

APPLICATION DEADLINE: Open until finalists are selected.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. **Benefits for this position are prorated.**

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.