

Relief Nursery Support Teacher/Home Visitor – Bilingual (English/Spanish)

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Full-time, 40 hours per week, M-F

PAY/SALARY: TBD

LOCATION: Salem

Family Building Blocks (FBB) is accepting applications for a full-time Bilingual Relief Nursery Support Teacher/Home Visitor that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk County. 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 and committed to putting families at the center of our work. Do you enjoy working in a fast-paced environment? What to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly, then take a few minutes to learn more about our organization and this position? Join our team!

Primary Purpose

The Relief Nursery Support Teacher/Home Visitor at Family Building Blocks assists to create and manage an attractive, safe, warm, and challenging learning environment for infants and toddlers in the classroom and at their home. The Support Teacher/Home Visitor recognizes parents as the child's first teachers and supports positive interactions between teachers, children and parents. The Support Teacher/Home Visitor assists the regular classroom teachers within Relief Nursery to creating and supporting safe and nurturing relationships with children; implementing preplanned developmentally appropriate curriculum in the classroom; assisting in appropriate guidance and supervision of children, care giving, and early intervention activities to meet the needs of the group as well as the individual children in accordance with Oregon Association of Relief Nursery. Models appropriate and best practices for interns and volunteers in the classroom, the outdoors classroom and on the bus.

This position works with at-risk parents in their homes and requires a flexible schedule to accommodate family needs and participate in program activities that may include occasional overtime, late and/or early mornings. It requires regular travel to perform home visits and support Relief Nursery classrooms at other sites and attend trainings/meetings.

Essential Duties & Responsibilities:

Child Development

- Provides classroom breaks and steps in to cover as support teacher as needed.
- Ride the bus daily to assist in the safe transportation of children.
- Assess and meet the needs of all children; including those who are at risk, those with special needs, those who are gifted and those who are culturally diverse.
- Support child goals and utilize curriculum and lesson plans to promote the social, emotional, physical, and cognitive development of infants and toddlers.

- Set a consistent schedule, while allowing flexibility to meet individual children's needs.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making.
- Use appropriate positive child guidance techniques.
- Support each child's social-emotional health by encouraging positive parent-child interaction and modeling positive interactions in the presence of parents.
- Provide parents with developmentally appropriate activities to foster parent-child attachment and bonding.

Environment

- Provide an atmosphere that promotes and reinforces volunteer involvement.
- Be open and responsive to the needs of children and families.
- Set up a safe, inviting, and functional environment that responds to children's' needs.
- Respond to crisis or emergency situations that may occur. Provide First Aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

Family Support

- Maintaining a half caseload of Relief Nurse Home Visiting and provide all services to them in accordance with Oregon Association of Relief Nursery performance standards and agency protocols.
- Collaborate to conduct regular educational play groups that are responsive to individual family's needs, interests, goals and learning styles.
- Work with appropriate agencies in developing specialized planning for children/families as needed.
- Meet regularly with other Teachers and staff, including the mental health consultant (as needed) regarding each child's status and progress.

Other related Program Activities as needed

- Facilitate ongoing parent-child play groups; plan curriculum, coordinate food and transportation for each group.
- Support smooth operations of the classrooms as needed by assisting with coverage during breaks, laundry, food prep, documentation, set up and clean up as needed.
- Support data entry as needed.
- Update child information and forms as needed.
- Provide childcare and other support during parent involvement activities.
- Attend meetings, trainings, and appropriate professional development activities.
- Assure general maintenance, organization, cleanliness, and security of facility.
- Ensure that all cases of suspected abuse and neglect are reported in accordance with Oregon statutes.

Minimum Education & Experience

- AA/AS degree from an accredited institution with a major in early childhood education, child development, or related degree **OR** At least Step 8 on the Oregon Registry **OR** Completion of 15 credits (quarter system) or 10 credits (semester system) of training from an accredited institution in early childhood education or child development, elementary education, or special education and a commitment to complete a professional development plan within the first year of employment.
- At least 6 months of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant and/or toddlers/preschool age children.

- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Proficient in using MS Office Suite and ability to learn new programs required for the position. Computer skills, to include use of internet, email, and data entry (Microsoft Office) and the ability to learn new programs required for the position.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff. Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Possess organizational, time management, recordkeeping skills.
- Culturally responsive with the ability to build trusting relationships with families.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.
- Bilingual English/Spanish.
- Must have Pediatric First Aid/ CPR card and Food Handler's card or ability to obtain within 30 days of employment.
- Possess a valid Oregon Driver's license, acceptable driving record, and reliable transportation.
- 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 & Experience

- 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
- Two years' experience teaching in a developmentally appropriate classroom with children six weeks to five years old with ability to adapt curriculum, environment and interactions to meet the needs of all children including at risk children, special needs children and culturally diverse populations.
- Home visitation experience using evidence-based/home visitation curriculum

Additional Eligibility and Qualifications

- Mandated Reporter - 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.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.

Certificates, Licenses and Registrations

- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, 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.

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.