Child Care Educator (Multnomah County) Bilingual Required

Recruitment #: S2637
Review Date: Open | Open until filled
Department: The Research Institute
Salary Rate: $56,783 - $69,840

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

Child Care Educators Providers will respond to the continuing employment needs of child care providers in Multnomah County as they will be sent out to different child care facilities that may include registered and certified family child care homes, and certified child care centers to provide quality coverage for child care staff that have planned time off. Full Time Child Care Educators are being hired by Child Care Substitutes of Oregon (CCSO), a program that falls under The Research Institute at Western Oregon University (WOU). Educators are expected to use responsive, innovative best practices across a variety of duties including engagement with children and families, collaboration and support within a child care team, and professional development.

Bilingual staff may be asked to use both languages across duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

Child Care Educator in this position will be providing the majority of their services to PFA sites, but may be asked to provide substitute services throughout Multnomah County to any child care group if necessary/applicable. Educators will work closely with community early childhood education providers, their staff, and the Child Care Substitutes of Oregon team. Educators will report to the Multnomah County Project Coordinator to engage in scheduling, communication, feedback, and professional development. Due to the nature of child care program hours, occasional weekend or evening hours may be available. This position will involve significant travel within Multnomah County.

The Preschool & Early Learning Division of Multnomah County's Department of County Human Services, as the administrator of this new program, will be selecting Pilot Sites through this application process. Pilot Sites will receive contracts for the first Preschool for All slots and will help Multnomah County refine program details for this new initiative.

Substitute Educators will be expected to work shifts within their assigned regions. The expectation of travel and coverage will vary depending on location and needs of the child care programs. If not working in a child care program, the Substitute Educator is expected to work from home. If the number of shifts (including transportation to and from programs) and essential administrative tasks available do not fill 40 hours a week, Substitute Educators will be expected to participate in program engagement, as well as substitute and program recruitment efforts. Substitute Educators may choose shifts in neighboring regions at the discretion of CCSO leadership. Work schedule varies.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- High School Diploma or equivalent (GED)
- Worked in a child care program for 1–2 years, supporting daily operations, assisting children, and maintaining a safe and engaging environment.
- Utilized and navigated online systems for 1–2 years to manage records, communicate information, and complete administrative tasks efficiently.
- Combination of experience and education equivalent to a Child Development Associate (CDA) or step 7 in the Oregon Registry Online (ORO) and at least one (1) year of experience working in a child care setting
- Possession of or ability to obtain requirements within first two weeks of hire
- Completion of
    - Child Care Substitutes of Oregon orientation Enrollment in the Oregon Registry Online
    - Pediatric First Aid/CPR
    - Oregon Food Handler's card
    - Oregon's early childhood education safety set
        - Recognizing and Reporting Child Abuse and Neglect
        - Safe Sleep for Infants
        - Introduction to Childhood Health and Safety
        - Prevention is Better than Treatment
- Proficient oral and written communication skills in English and Spanish
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form available here - unclassified/faculty
2. Cover Letter addressing how your qualifications and experience meet the required qualifications for the position
3. Resume
4. Reference Check form available here

Background/Education Check:
A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:
Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities.
http://www.wou.edu/hr/benefits/

Equal Employment Opportunity:
Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:
Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the online request form at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference
Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtmlq

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