



NeighborImpact

Supporting People. Strengthening Communities.

Head Start Inclusion Assistant

NeighborImpact's Head Start is expanding in Central Oregon! Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Are you working on your ECE degree? Then the Head Start Inclusion Assistant position is for you! Come to work for one Oregon's 100 Best Non-Profits and help affect constructive change in people's lives.

Location: two positions; one at Head Start Prineville and one at Head Start Redmond

Compensation: \$14.77/hour (plus .50 for Bilingual Spanish) - Non-Exempt, Union represented – after six working months and a positive review, wage will increase to \$15.55/hour

Hours: 35 hours/week, subject to normal school year furloughs (furloughs are approximately a total of 12-14 weeks per year)

Benefits: Full-time positions (30+hours/week) will be benefitted with 100% premium paid medical, dental, vision and life insurance, agency paid retirement plan (up to 6%!), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid holidays annually and a separate sick leave accrual

Deadline: Positions remain open until filled

NeighborImpact's Head Start program Overview

NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact's Head Start program, job applications can be found at www.neighborimpact.org/jobs.

Overview of Key Duties and Responsibilities:

The Inclusion Assistant assists Head Start teaching teams with classroom implementation of Individual Family Service Plans and/or individualized support plans while promoting inclusion for children with high needs. The duties vary depending upon the individual needs of the child or children served. Daily tasks are assigned by the Family and Inclusion Services Manager and teaching team and have a direct focus on an individual child or small group of children.

POSITION QUALIFICATIONS:

- High School Diploma or GED required
- Associate's or Bachelor's degree in early childhood education, child development or similar preferred
- Six college credits in Early Childhood Education or equivalent or CDA certification. Course work or training in working with children with special needs or child mental health
- One year of pre-school experience in an early childhood center. Head Start preferred
- Must be able to promote positive communications within and outside Head Start
- Bilingual English/Spanish preferred
- Head Start parent or past parent preferred
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs. This position is rated as active and regularly requires the individual to lift 50 pounds. Must be able to ride a school bus with children for assigned periods of time
- Prior to date of hire and throughout employment: valid driver's license, proof of current auto insurance, Food Handler's Card, current enrollment in the OR Child Care Division-Criminal History Registry and within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

For further details and instructions on how to apply, please visit our Website at

www.neighborimpact.org/jobs.

Revised Job Posting – 9/10/19. For a complete job description visit our Website at: <http://www.neighborimpact.org/> and click on the "Work For Us" tab.

NeighborImpact is an Equal Opportunity Employer. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. All applications will be considered only on the basis of the applicant's knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.