



NeighborImpact

Supporting People. Strengthening Communities.

Head Start Substitute Center Aide/Bus Monitor

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? Do you have at least some childcare or customer service work experience? Then the Head Start Substitute Center Aide/Bus Monitor 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: Head Start locations in Prineville, Redmond, Bend and LaPine

Compensation: \$11.30/hour (plus .50 for Bilingual Spanish) - Non-Exempt

Hours: On-Call, hours not guaranteed – Subject to normal school year furloughs

Benefits: Generally unbenefited but includes Agency funded retirement, Employee Assistance Plan and sick leave

Deadline: Year round recruitment – no deadline

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:

Assists the Center Team and teacher and cooperates in a supportive role carrying out developmentally appropriate activities. Promotes the health, nutrition and education of children and attends to their safety and welfare. Provides safe bus transportation for Head Start children as assigned. Cover front desk duties in Bend and Redmond on an on call basis. Supervised by the assigned Regional Coordinator, with daily tasks assigned by the classroom Teacher.

POSITION QUALIFICATIONS:

- Preference for pre-school experience with a Head Start or similar program
- 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 occasionally requires the individual to lift 50 pounds
- Prior to date of hire and throughout employment, certification of the following are required: reliable transportation to attend infrequent off-site meetings, proof of current auto insurance (if applicable), 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 – these certifications must be kept current to remain employed

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs.

Job Posting – 6/6/19. 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.