



NeighborImpact

Supporting People, Strengthening Communities.

Head Start Substitute Center Aide

Are you looking for experience but can't do full-time? Are you passionate about helping 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!

Location: Redmond, Bend, La Pine, Prineville

Compensation: \$19.56/hour (plus .50 for Bilingual Spanish)

Hours: On-Call – hours not guaranteed

Benefits: Paid time off for sick, EAP, retirement and other benefits

Deadline: Year round opportunities

NeighborImpact's Head Start and Early Head Start program Overview:

Head Start and Early Head Start integrate high-quality early education with critical services such as medical visits; hearing, vision and dental checks; meals and nutrition; and family advocacy.

Overview of Key Duties and Responsibilities:

The primary function of this position is to substitute and fill in for staff that are out, and support the preschool classroom of up to 20 children by preparing and serving meals, completing daily cleaning tasks, and providing staff breaks, and other daily tasks assigned by the teaching team.

POSITION QUALIFICATIONS:

- Preference for preschool 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
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation.
- Prior to date of hire and throughout employment, certification of the following are required:
 - Proof of current auto insurance. (If applicable)
 - Food Handler's Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry
- 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

To apply, please visit our Website at www.neighborimpact.org/jobs.

Job posting 6/7/23. For a complete job description visit our Website at: <http://www.neighborimpact.org/> and click on the "Work For Us" tab.

We celebrate inclusion and diversity of thought, culture and background, which helps to connect the entire NeighborImpact family.

NeighborImpact is an Equal Opportunity Employer. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, pregnancy or any other characteristics protected by applicable law. Employment at NeighborImpact is based solely upon qualifications, merit and business need. We are committed to building a staff that represents the individuals and families we serve and therefore encourage applicants from historically underrepresented groups to apply for employment at

NeighborImpact. If you need an accommodation, please reach out to hrrecruiting@neighborimpact.org.