

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

CHILD CARE RESOURCE AND REFERRAL DIRECTOR	
Supervisor: Executive Director	Subordinates: CCR&R Consultants, Office Receptionist, Administrative Assistant
Classification: Director I	Exempt Status: Exempt
Terms of Employment: Regular Full-time	

Job Goal: To oversee development and operation of CCR&R. Oversee all agency operated child care programs and billing. Oversee Oregon Parent Education Collaborative (Hub) system.

Essential Responsibilities:

1. Child Care Resource and Referral:
 - a. Ensure establishment of the comprehensive data base for CCR&R.
 - b. Administer Public Relations for CCR&R by insuring appropriate advertising and maintaining area agency relationships.
 - c. Supervision of day-to-day operation of CCR&R.
 - d. Ensure implementation of service delivery systems.
 - e. Make changes to service delivery system as needed (i.e. addition of new grants).
 - f. Assist the Executive Director with new program planning and implementation of services.
 - g. Assist the Executive Director with grant writing, contract writing, and procurement of resources for CCR&R.
 - h. Attend State OCCR&R Network Director meeting and participate in state level committees and advocacy for CCR&R.
 - i. Act as primary liaison with local, state, business, and parent contracting agencies and participate in local committees regarding child care issues.
 - j. Assist the Executive Director with budget planning and management for CCR&R.
 - k. Submit quarterly reports as required by CCD.
 - l. Monitor NACCRRAware for accuracy.
 - m. Coordinate and convene CCR&R Advisory Board quarterly.
2. Child Care Operations:
 - a. Ensure up-to-date CCD certification (apply for license; monitor files for compliance; and monitor staff development records; and submit training information to ORO) for all child care operations of UMCHS, Inc.
 - b. Provide technical assistance on child care and regulation issues to all UMCHS operated licensed centers.
3. Record keeping and monitoring
 - a. Complete monthly report for the Executive Director
 - b. Provide guidance to Healthy & Safety Coordinator on the monitoring of licensed sites.
4. Act as the coordinator of the Umatilla-Morrow Oregon Parent Education Collaborative. (Hub)
 - a. Coordinate and convene Advisory Board for Hub.
 - b. Be responsible for local work plan and strategic plan and its implementation..
 - c. Coordinate all facilitator training for research based parent education curricula.
 - d. Represent Umatilla-Morrow Hub at local interagency meetings state meetings.

- e. Ensure that all data is entered into web based system.

Qualifications:

1. AA/BA degree in Early Childhood Education or related field.
2. Past experience as Manager of a Resource and Referral agency and/or,
3. Past experience in program development within a nonprofit organization and/or,
4. Past experience in Resource Coordination for a nonprofit agency.
5. Current physical examination and TB screen documentation upon hire
6. Desire to work with children and their families
7. Adequate means of transportation
8. Valid driver's license
9. Ability to establish relationship of trust and respect with staff, families and children

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer