

## Full-Time Child Care Substitute (Multnomah County)

<b>Recruitment #:</b>	S22104
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$56,783 - \$69,840

### Position Summary:

#### Substitute Provider, Child Care Substitutes of Oregon

Substitute 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. Substitutes are being hired by Child Care Substitutes of Oregon, a program that falls under TRI's Center on Early Learning and Youth Development (CELYD) at Western Oregon University (WOU). Substitutes are expected to use culturally 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.

Participation in this position requires engagement in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

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.

#### Full-Time Substitute Provider, Child Care Substitutes of Oregon

Substitutes 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. Substitute providers will work closely with community early childhood education providers, their staff, and the Child Care Substitutes of Oregon team. Substitutes will report to the Multnomah County Recruitment 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.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Minimum Requirements:

- 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
  - Ability and willingness to comply with PFA step achievement timeline
- 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
- 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
- Commitment to CELYD's anti-racism goals and practices

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position
3. Resume

**Additional Application information:**

Contact information for three professional references will be requested from finalists.

**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.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**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 that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. 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 require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

**Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.**