

KIDROOTS ASSISTANT DIRECTOR EMPLOYMENT OUTLINE

Young Roots Oregon

Mission

The mission of Young Roots Oregon is to creatively help young families build healthy foundations.

Vision

Our multi-generational vision is to give pregnant and parenting adolescents through age 24 and their children equitable opportunities for growth through a collaborative approach of resource partnership and innovative services.

Values

Belonging, Equity, Accessibility, and Growth.

Non-Discrimination Policy

It shall be the operational policy of this Corporation not to discriminate against any person on the basis of race, color, sex, sexual orientation, religion, creed, marital status, national origin, disability, or political belief. This policy includes but is not exclusive of hiring, firing, layoffs, promotions, wages, training, disciplinary action or any other terms, privileges, conditions, or benefits or employment, as well as non-discrimination in the providing of any services offered by this Corporation.

Job Description

KidRoots Childcare Staff: They will care for 1-2 children per class with the goal of staff being assigned to nurturing that child throughout the term to create a safe environment for the child through consistency. Staff will complete Childcare training assigned by the KidRoots Director and will be accountable to the expectations of character and punctuality as agreed upon in training. Staff will provide the best standards of care for both parent and child and will not allow any bias or social judgements to cloud their ability to maintain a safe emotional environment for families and staff team.

KidRoots Assistant Director: In addition to the Childcare Staff job description, the Assistant Director will (a) manage childcare staff set-up and tear-down duties under the Director's guidance, (b) they will be the primary supervisor in the baby (3 months-18 months) room to oversee care of babies ages 3 months to 18 months, (c) be the Director's designated go-to person for assistance, and (d) be the primary KidRoots supervisor when the Director is absent.

Time Commitment

The KidRoots Assistant Director agrees to provide childcare services for the following course schedule, totalling 42 hours:

Training

Dates Wednesday, 7/6/22

Time 5:00-8:00pm

Service Dates

Dates Wednesdays, 7/20/22 - 8/31/22

Times 2:15-4:45pm, 4:45pm-5:00pm break & 5:00-8:15pm

Payment for Service

The KidRoots Assistant Director will be paid at a rate of \$18.00 per hour; totalling \$756.00 for 42 hours.

Spanish/English bilingual staff will be compensated at a rate of \$18.50 per hour; totalling \$777.00 for 42 hours.

YRO will issue payment by check with a paystub indicating state and federal taxation at the closing of the last service date.

Agreement Terms

This Young Roots Oregon (YRO) staff position is a W-2 status, part-time, exempt position. This exempt position is not eligible for overtime pay, but staff will be compensated for any additional hours past the contracted hours at the agreed upon rate. There is no compensation package for part-time employees.

Ending Employment

Resignation

YRO Staff are required to give a director a written notice at least two weeks prior to their resignation. Staff will be expected to work all scheduled days in those final two weeks.

Termination

YRO supervising director will take appropriate measures to reconcile with an employee not compliant with our policies and procedures. After which, the supervising director may choose to terminate employment. Termination can be with or without notice, at the discretion of the supervising director.

Staff Disciplinary Procedure

The goal of the directors is to create a supportive environment for staff. When negative incidents occur, the focus is to correct the behavior and foster a positive working environment where we help, support and grow together.

Following any negative incident, staff may receive a verbal intervention from the director. Verbal interventions are documented and kept in the staff member's file. Staff will be given two opportunities to remedy their negative behavior. Upon the third occurrence, the staff member will be considered negligent of their staff position and will be immediately terminated.

Health and Safety Standard

COVID-19 Pandemic Standards will follow the Oregon Health Authority (OHA) *Child Care Provider COVID-19 Requirements and Recommendations*.

YRO must follow Oregon's School-based Programs Vaccine Rule, which states that all staff and volunteers must provide the program proof of vaccination showing full vaccination or documentation of a medical or religious exception.

All School-based Programs must have documentation that all staff and volunteers are in compliance with the vaccination requirement or an applicable exception. If staff have not given verification of vaccination/exception by or on their day of training, YRO will assume termination of employment due to staff not complying with YRO policies and procedures and the Employment Agreement will be void.

Sick Policy

KidRoots Childcare Staff will contact the director immediately if they have been exposed to or are experiencing any symptoms of COVID-19. Staff will contact the director immediately if they have a temperature of 100 degrees F or higher. If the staff is unable to provide childcare services for any reason, they will not be paid for dates absent.

Confidentiality

Respecting the privacy of our clients, donors, members, staff, volunteers and of Young Roots Oregon (YRO) itself is a basic value of YRO. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the YRO Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of YRO may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of YRO that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Qualifications

Applicants must be literate in English and be at least 18 years old. Bilingual in Spanish and English preferred. Applicants must have experience in supervising in a professional setting with successful team management skills. Applicants must have experience working in an early childhood setting with references to support their experience. Childcare and/or professional references required.

Applicants must pass a background check.

Learn more about Young Roots Oregon by visiting our website at youngrootsoregon.org

To Apply

Contact the KidRoots Childcare Program Director, Catherine Weber by emailing catherinew@youngrootsoregon.org
Catherine will contact you within 72 hours of your email.