

# Southern Oregon Child & Family Council Position Summary

**\*\*\* EHS Infant/Toddler Specialist \*\*\***

## **Job Summary & Requirements:**

The EHS Toddler Specialist provides services to children, in partnership with their parents, and to pregnant women. This includes parent/child groups, home visits, health follow-ups, child growth and development, peer counseling, and resource and referral. This position requires a minimum of one year recent experience to include: work with group facilitation, pre-natal parent education, and peer counseling. Experience must include work with low-income families.

## **Education Requirements:**

This position requires a C.D.A credential or an A.A. in Early Childhood Education.

## **Hours Per Week: 32**

*Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.*

**Number of Work Weeks per Year:** 49 weeks, beginning 8/31/09 and ending 8/6/10

## **Number of Layoff Weeks per Year: 3**

*This is an unpaid layoff, during which you may be eligible for unemployment benefits.*

## **Starting Salary: \$12.49 Hourly**

*Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.*

## **Employment Contingencies:**

- Employment Application with unofficial transcripts;
- Official Transcripts required upon job offer;
- Classroom Observation and Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

## **Benefit Package:**

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).