



UCAN Employment Opportunity

Behavioral Skills Mentor	
Head Start	Closing Date: 7/17/2018
Budgeted Hours: 40 hrs/wk – 42 wks/yr Benefits include: Health/dental insurance, PTO, Retirement	Salary: \$16.10 - \$22.28 (depending on degree and experience) Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION, PROOF CRIMINAL HISTORY WAS STARTED AND COPY OF DEGREE AND TRANSCRIPTS.	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submission to the Child Care Division with processing fee. **PROOF CRIMINAL HISTORY WAS STARTED MUST be included with the UCAN job application.** The on-line link for the CCD199 is:

http://www.oregon.gov/EMPLOY/CCD/pages/on-line_application_informationpage.aspx

Please allow 3-4 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

THE POSITION: Responsible for implementing identified evidence-based interventions and providing behavioral and social skill training and modeling to education teams working with children with mental health and/or behavioral concerns. Assist family services with coordinating services for children with mental health referrals. Ensure compliance with Head Start Performance Standards and directives, UCAN Personnel Policies and program procedures. Will work as a colleague with classroom teachers to support all children's learning and teacher practice. **Essential Functions of the Job:** Model developmentally appropriate classroom practices that foster attachment build self-regulation skills and otherwise promote healthy cognitive and social emotional development. Observe classrooms using a social emotional focused tool provided by the program. Use a trauma informed approach and utilize Conscious Discipline and Positive Behavior Intervention strategies at all times when working with children and staff. Participate as a member of the positive reinforcement team and work with the classroom team, developmental specialist and family members to set up behavior support plans for individual children when this need has been identified. Creatively and collaboratively problem solve in their daily work with clients, families and coworkers. Function effectively as a member of a multidisciplinary team. Maintain comprehensive documentation on supports provided to individual staff and teams as guided by the education management team. Document interactions with children in the online web based data system following program policy and procedure. Complete documentation of a professional quality within specified timelines. Maintain awareness of community resources and refer parents to the most appropriate program(s) to meet their needs. Participate in planning and evaluation of personal and professional training; participate in any recommended training, demonstrating knowledge gained through changed practices; plan, manage and participate in various committee and team meetings. Participate as an active member of the Education Team and ensure education services are supported, documented and monitored in the Head Start and Early Head Start programs. Respect and maintain confidentiality of information pertaining to enrolled children and families, personnel issues, and other program operations. Report suspected cases of child abuse and neglect as outlined in Child Abuse policy. **NOTE:** Regular and consistent attendance as required. Flexible work hours could be required with some evening meetings.

MINIMUM QUALIFICATIONS: Bachelor of Arts or Bachelor of Science degree in psychology, social work science or related field with experience working with at-risk children and families preferred OR a satisfactory equivalent combination of education, experience and training. Current driver's license is required with driving record to be provided at time of interview. At time of appointment, must be enrolled in the Criminal History Registry. **NOTE: Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration. DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow up to 3-5 days for delivery and longer for out of state.**

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of child development; educational social emotional curriculum and development of child behavior plans. Effective communication techniques with children and adults. Interventions to support the behavioral, social skill and executive functioning of children birth to age 5. **Skill in:** Effective organizational and record keeping; use of computers and a variety of software applications. Understanding effective mentoring and modeling strategies. **Ability to:** Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; utilize problem identification and resolution techniques; establish and maintain records, reports and statistical data; maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and families and the public. Must follow all safety rules and practices, and perform work in a safe manner.

Within 30 days of employment, must:

- 1) acquire a first aid card and renew as necessary to keep current,
- 2) acquire an initial food handler's card and renew as necessary to keep current,
- 3) possess Oregon driver's license and
- 4) participate in staff health appraisal

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucanap.org
 EQUAL OPPORTUNITY EMPLOYER AND PROVIDER
 UCAN - Creating solutions to poverty! Improving lives in our community!