



UCAN Employment Opportunity

Program Substitutes	
Head Start	Closing Date: Open Until Filled
Budgeted Hours: NO GUARANTEE OF HOURS Must be flexible, and available on short notice.	Salary: \$12.00 - \$15.00, wage offer based on education and experience
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND PROOF CHILD CARE CRIMINAL HISTORY WAS STARTED	

THE POSITION: In partnership with teaching staff, provides services to children and families enrolled in the program. All staff work toward this overall goal: to assist each family member in developing a positive self concept, and to empower parents in their role as the most important teacher in their child's life.

Essential Functions of the Job: Willingly work at any site assigned by Supervisor. When subbing in a classroom: Maintain full knowledge of daily classroom plans through participation and daily review with Teacher. Share responsibility of maintaining a safe and healthy environment. Maintain a receptive atmosphere in the classroom through open communication. Nurture children and respond to their needs. Demonstrate positive child guidance techniques. Program Substitutes will also be asked to sub as custodians, office help and in the kitchen. In all positions substitutes are expected to follow all relevant policies and procedures and to follow all safety guidelines inherent to the position. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. Respect the confidentiality of information about Head Start children and families, staff and personnel issues and agency operations.

MINIMUM QUALIFICATIONS: Demonstrated work experience and or training with children ages 0-5 years, or in custodial, kitchen or office work; flexible, and available on short notice. Driver's license not required, but highly desired. At time of appointment, must be enrolled in the Criminal History Registry and have completed a staff health appraisal.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of behaviors and abilities of children ages 0-5. **Skill in:** Observing, identifying and recording children's levels of development; basic use of computers. **Ability to:** Communicate effectively in both oral and written forms; perform several tasks simultaneously; be flexible and change priorities with little notice; good organizational skills and detail oriented; work within a team structure; make decisions independently in accordance with established policies, follow instructions, 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,

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.ucan-cap.org

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