



## INCLUSION SUPPORT MENTOR

Location: Douglas County, Oregon

Salary: \$21.50 - \$26.90 Hourly

### **INCLUSION SUPPORT MENTOR - Douglas County, Oregon**

40 Hours per Week, 52 Weeks/Year

Department: Head Start/Early Head Start

***This Position:*** Are you passionate about ensuring our youngest children have a solid foundation for life? In partnership with the teaching staff, this position supports children's learning and assists the education team providing services to enrolled Head Start/Early Head start children.

***About Us:*** **United Community Action Network** is a non-profit agency serving Douglas, Josephine, Klamath and Lake Counties with the mission of "Creating solutions to poverty, improving lives in our community" and "Helping people, changing lives." We are passionate about creating solutions to poverty and improving lives in our communities.



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**Position works 40 hours per week. UCAN provides an excellent employee benefit package which can be found here: [https://www.ucancap.org/index.php/download\\_file/view/2729/198](https://www.ucancap.org/index.php/download_file/view/2729/198)**

**Inclusion Support Mentors work** in partnership with teaching staff, supporting children's learning to increase social skills using evidence-based interventions.

### ***ESSENTIAL JOB DUTIES***

**Under the direction of the Child Development Services Lead, the Inclusion Support Mentor will:**

- 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 Positive Behavior Support plan team as support is needed to assist in implementing plans, strategies and interventions.
- Creatively and collaboratively problem solve in their daily work with clients, families and coworkers. Function effectively as a member of a multidisciplinary team.
- Communicate with teammates, children and families in a positive manner, and demonstrate positive child guidance techniques.
- Maintain comprehensive documentation on supports provided to individual children 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. 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 Mentoring Team and ensure education services are supported, documented and monitored in the Head Start and Early Head Start programs.
- Will work in the role of substitute base on program need to support staff, children and families to keep classrooms open and providing services.
- Respect and maintain the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations.
- Report suspected cases of child abuse and neglect as outlined in the Child Abuse Policy.
- ✓ **Regular and consistent attendance is required.**



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### **POSITION REQUIREMENTS**

#### **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. Link: [Application for Enrollment in the Criminal History Registry \(CHR-601\)](#) Include Registry number on the [UCAN Application for Employment](#). The normal processing time is 3-5 days from the date the form is received at Central Office before the letter for fingerprinting is mailed out. For out of state applicants, this process may take up to 8 weeks to complete. Applicants are required to pay the fingerprint processing fee.
- Acquire an initial first aid card and renew as necessary to keep current,
- Acquire an initial food handler's card and renew as necessary to keep current.
- This position requires a Staff Health Appraisal.
- This position requires bending, occasionally lifting up to 25 pounds, occasionally up to 60 pounds using a time lift method. Requires keyboarding, reaching, sitting, standing, stooping and walking and hearing voice conversation. Requires continuous mental and visual attention.

#### **SUBMIT completed application and receipt of enrollment in the Background Registry to:**

[ucan.employment@ucancap.org](mailto:ucan.employment@ucancap.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucancap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

[ucanhr@ucancap.org](mailto:ucanhr@ucancap.org)