



## Substitute Provider, Child Care Substitutes of Oregon

<b>Recruitment #:</b>	S2294
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	Hourly (\$20-\$25.30 per hour)

### Position Summary:

The Research Institute (TRI) houses three Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.

### Substitute Provider, Child Care Substitutes of Oregon

Substitute Providers will respond to the continuing employment needs of child care providers in Oregon as they will have the opportunity to apply for shifts within different child care facilities that may include: registered and certified family child care homes, certified child care centers, and certified school-age centers. Ages of children substitutes may work with are 0-12, and include those under 18 years old with special needs. Substitutes are being hired by Child Care Substitutes of Oregon, a program that falls under TRI at Western Oregon University (WOU). Substitutes are expected to use culturally responsive, innovative best practices across a variety of duties including engagement with children and families, collaboration and support within a child care team, and professional development.

Participation in this position requires engagement in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Bilingual staff may be asked to use both languages across duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position, and bilingual shifts will be compensated at a higher rate. Shifts that occur during weekends/evening hours will also be compensated at a higher rate, as well as those that are categorized as infant/toddler shifts.

Substitutes in this position will provide substitute services throughout the state of Oregon to child care programs. Substitute providers will work closely with community early childhood education providers, their staff, and the Child Care Substitutes of Oregon team. Substitutes will report to the Program Coordinator Substitute Supervisor to engage in scheduling, communication, feedback, and professional development.

Due to the nature of child care program hours, occasional weekend or evening hours may be available. This position will involve travel to and from the designated child care facilities that the substitute applies for. Expenses for travel to and from shifts are not

covered by the program. However, substitutes have the ability to set their home location and preferred travel distance. CCSO substitute educators must work at least one shift per year of employment.

**Currently we are hiring substitutes to work statewide.**

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

**Minimum Requirements:**

- 18 years of age or older
- Possession of ***or ability to obtain requirements prior to first day*** of work onsite (paid trainings provided upon hire):
  - Completion of Child Care Substitutes of Oregon orientation & onboarding modules
  - Enrollment in the Central Background Registry
  - Pediatric First Aid/CPR
  - Oregon Food Handler's card
  - Oregon's Early Childhood Education Safety Set trainings:
    - Recognizing and Reporting Child Abuse and Neglect
    - Safe Sleep for Infants
    - Introduction to Childhood Health and Safety
    - Prevention is Better than Treatment
    - Foundations for Learning
- It is a requirement for Child Care Substitutes of Oregon Substitutes to participate yearly in at least 15 hours of training or education related to child care.
- Proficient oral and written communication skills
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, CCSO personnel, and administrators from diverse backgrounds
- Commitment to TRI's anti-racism goals and practices
- Ability to walk/stand for 4-6 hours each day, get up and down off the floor/child sized furniture frequently, and lift 30 pounds (ability to lift 50 pounds is preferred)
- Have access to reliable method of transportation
- Have access to technology and internet connection to receive notifications, join Zoom meetings, and respond to messages in a timely manner

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

**Required Application materials:** Please submit all application materials to email address [ccsohr@wou.edu](mailto:ccsohr@wou.edu).

1. CCSO WOU Employment Application form [available here](#)- unclassified/hourly

2. Resume (or work history section completed on application form)

**Background:**

A criminal background check will be completed as a condition of employment.

**Employee COVID-19 Vaccine Requirement:**

WOU is no longer requiring COVID-19 vaccinations prior to hire. Some programs may require COVID-19 vaccinations. Programs will include whether they require vaccination in the Job Details section of a posting.

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.