



Substitute Provider, Child Care Substitutes of Oregon

Recruitment #: S2294
Review Date: Immediate review | Open until filled
Department: The Research Institute
Salary Range: Hourly (\$21- \$25 per hour)

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

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.

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 childcare 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. Bilingual staff may be asked to use both languages across duties and activities as needed. Bilingual staff will provide translation and interpretation in a responsive manner as needed for this position. 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 substitutes educators must work at least one shift per month of employment.

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

Hiring will vary by county, depending on current community needs.

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

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- 18 year 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
- 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

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. CCSO WOU Employment Application form [available here](#)- unclassified/hourly
2. Resume (or work history section completed on application for **background**):

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

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.