



Wallowa County Health Care District

JOB TITLE: Early Childhood Assistant

FLSA STATUS: Non-Exempt – Non-Union

DEPARTMENT: WMBB Child Care

DATE: September 2026

REPORTS TO: Child Care Supervisor

APPROVED BY: Administrative Director of WMBB

JOB SUMMARY:

The Early Childhood Assistant provides high-quality childcare services for children ranging from 6 weeks through 5 years old. Operating within a collaborative, team-oriented environment, this role supports daily classroom operations, executes planned activities, and maintains a safe, nurturing, and engaging space for children.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Curriculum Support & Learning Implementation:

- Assist with implementing developmentally appropriate lesson plans and activities under the guidance of the Facilitator or Supervisor.
- Support student discovery by assisting with activities that allow children to explore their interests, engage in creative play, and learn about the world.
- Nurture social-emotional growth by encouraging a positive self-concept, cooperative play, and empathy for others.
- Observe children's interests, needs, and development, and proactively communicate relevant observations directly to the Early Childhood Facilitator and Supervisor.

Daily Care, Health & Safety:

- Supervise and monitor the constant safety, wellness, and behavior of children during play, rest, and learning activities.
- Support daily routines seamlessly, including meals, toileting, diapering/toilet training, handwashing, transitions, and outdoor play.
- Assist with mealtimes and snacks for children, ensuring all nutritional requirements are properly met.
- Maintain daily schedules and routines to guarantee that children receive adequate physical activity, rest, and playtime.
- Ensure prompt seclusion and immediate notification to parents for the pick-up of children who appear unwell.
- Recognize and report suspected child abuse and neglect specific to Oregon's mandatory reporting laws.
- Follow program policies, health and safety requirements, and all applicable childcare regulations.

Facility Maintenance & Sanitation:

- Maintain a safe play environment by closely monitoring restricted areas and regularly sanitizing toys, play equipment, and high-touch surfaces.
- Keep the facility clean, tidy, and organized by actively participating in daily housekeeping and chores.

Teamwork & Professionalism:

- Work as part of a collaborative early childhood team, presenting oneself as an active, supportive, and dependable colleague.
- Develop a strong sense of teamwork with co-workers across all facility activities, including housekeeping, care routines, lesson preparation, and basic record keeping.
- Communicate respectfully and professionally with children, families, and coworkers at all times.



Wallowa County Health Care District

- Display a patient and calm personality coupled with a loving, supportive approach to every child.

Education and Experience:

- Must meet initial training requirements as defined by the Oregon Child Care Licensing Division.
- Maintain required continuing education and certifications for childcare requirements.
- Must be at least 18 years of age.
- Must be eligible for enrollment in the Oregon Registry and Central Background.
- Experience working in a certified Child Care Center or Certified Family childcare home preferred.
- Must have competence, sound judgement and self-control in working with children.
- Be mentally, physically and emotionally capable of performing duties related to childcare.

CORE COMPETENCIES:

- Compassion: welcomes, mentors and receives new team members with a positive attitude.
- Respect: manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity: owns professional development and seeks self-development. Uses sound judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality: pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship: careful and responsible management of WCHCD resources. Finds productive work to keep busy during quiet periods.
- Family: creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer & Personal Service: knowledge of principles and processes for providing customer and personal services.
- Education & Training: knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Monitoring: monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service orientation: actively looking for ways to help people.
- Social Perceptiveness: being aware of others' reactions and understanding why they react as they do.
- Active listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination: adjusting actions in relation to others' actions.
- Judgment & Decision-Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies: selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Selective Attention: the ability to concentrate on a task over a period of time without being distracted.

WORK ENVIRONMENT:

This job operates in a home-based child care environment. This role routinely uses standard home type appliances and office equipment such as refrigerators, stove/ovens, microwaves, computers, phones, photocopiers, filing cabinets and fax machines.



Wallowa County Health Care District

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date