



Wallowa County Health Care District

JOB TITLE: Assistant Teacher

FLSA STATUS: Non-Exempt – Non-Union

DEPARTMENT: Child Care

DATE: March, 2023

REPORTS TO: Child Care Supervisor

APPROVED BY: Human Resources Director

JOB SUMMARY:

The Assistant Teacher will provide quality childcare services for children of hospital employees. Will care for children 6 weeks -5 years old, sometimes fill in for the lead teacher in a classroom.

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:

- Supervise and monitor the safety of children.
- Recognize and report child abuse and neglect specific to Oregon's mandatory reporting laws.
- Assist with mealtimes and snacks for children ensuring nutritional requirements are met.
- Maintain a safe play environment; monitoring restricted areas, regularly sanitize toys and play equipment.
- Observe and monitor children's play activities, wellness and behavior.
- Keeping their classroom clean, tidy and organized.
- Ensure prompt seclusion and notification to parents for pick-up of children who appear unwell.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Support children in keeping good hygiene and other healthy personal habits.
- Assist with toileting and changing diapers; support children in potty training as appropriate.
- Assist with activities or implementation of curriculum that allows children to learn about the world and explore their interests.
- Maintain schedules and routines to ensure that children have enough physical activity, rest, and playtime.
- Watch for signs of emotional or developmental problems in children and bring potential problems to the attention of parents or guardians.
- Assist with keeping records of children's progress, routines, and interests.
- Assist with the creation of developmentally appropriate lesson plans.
- Be willing and understanding when training new employees into different roles in the facility.
- Education and Experience:
 - Maintain required continuing education and certifications for child care 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 child care home preferred.
 - Infant and Child CPR and First Aid required within 30 days of employment.



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- Current Food Handler's Certification required.
- Office of Child Care (RRCAN) training on child abuse and neglect within 30 days of employment.
- Complete Office of Child Care approved safe sleep training required within 30 days of employment.
- Complete Office of Child Care approved (ICCHS) health and safety training within 30 days of employment.
- Complete Office of Child Care approved Prevention is Better than Treatment within 30 days of employment.
- Complete Office of Child Care approved Foundations of Learning within 30 days of employment.
- Must have competence, sound judgement and self-control in working with children.
- Be mentally, physically and emotionally capable of performing duties related to child care.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good 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 slack 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 and Personal Service — Knowledge of principles and processes for providing customer and personal services.
- Education and 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 and 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 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.



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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