

Community Action Team Inc  
JOB ANNOUNCEMENT

CHILD AND FAMILY DEVELOPMENT PROGRAMS

Head Start  
Tillamook County

**POSITION:** Bilingual Assistant for Nestucca center

**HOURS:** 35 to 40 hours per week

**SALARY:** \$11.21

**HOW TO APPLY:**

Submit the following attachments:

- Current resume
- Application
- Letter of interest

Please send all materials to:

Diane Wilkinson

[dwilkinson@nworheadstart.org](mailto:dwilkinson@nworheadstart.org)

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

## Job Description

**POSITION TITLE:** Bilingual Assistant

**DEPARTMENT:** Human Investment

**POSITION REPORTS TO:** Center Manager

**FTE:** 15% - 100%

**POSITION DURATION:** as funds permit

**WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0

**APPROVED BY:** Policy Council

**APPROVAL DATE:** 2/12/14

**APPROVED BY:** SDA

**APPROVAL DATE:** 01/24/14

### POSITION SUMMARY:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities of the program in order to meet the intellectual, emotional, social, and physical needs of Head Start children and their families.

The individual must be able to work with children, families, staff and the community in a positive manner. S/he must be open and friendly with parents to encourage communication. In doing this work, the Bilingual Assistant is responsible to help the center staff with interpreting and translating.

### QUALIFICATIONS:

1. High School diploma or equivalent or at the recommendation of interview team with approval of Policy Council and Director.
2. Ability to effectively and accurately interpret and translate in the family's native language and in English.
3. Some experience working with preschool children, and/or education in early childhood care and education field. Prefer a knowledge of early childhood education and developmentally appropriate practices.
4. Must have current pediatric and adult First Aid/CPR cards within 60 days of hire.

5. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Evidence of ability to work in a cooperative team manner and to follow directions and program policies.
7. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
9. Must be on the Central Background Registry and pass a pre-employment drug screen.
10. Must have basic working computer skills and knowledge.
11. Must be willing and available to work flexible hours.
12. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
13. Ability to occasionally lift up to 50 lbs.
14. Experience working in social service or related field.
15. Ability to work with low income and/or special needs families, including families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the education staff in planning and implementing a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curricula of our program.
  - a. Participate in weekly and monthly planning for classroom activities.
  - b. Share the responsibility with the teacher of preparing, implementing, and evaluating daily classroom activities.
  - c. Assist the education staff in carrying out the individual goals set for each child in the classroom and on home visits.

2. Assist the education staff in maintaining written records on individual children and their families, includes data collection in the classroom.
  - a. Assist in developing the individual education plans for each child in a timely manner and updating them regularly.
  - b. Assist in assessing each child's developmental needs regularly.
  - c. Assist in completing written observations.
3. Must be open and friendly with parents to encourage communication.
4. Work in the classroom with the children, following the guidance of the teacher, interpret for children and volunteers as needed. Assist the education staff in child guidance and supervision in a consistent, positive manner.
5. Assist the education staff in developing and maintaining a safe and healthy environment.
6. Contribute to the operation of the center and program by attending and participating in center and program staff meetings, and sharing information gained at required trainings and workshops
7. Attend and participate in center and program meetings and trainings.
8. Translate written materials, such as monthly calendars, newsletters, parent meeting minutes, and memos that go home to families.
9. Accompany staff on home visits as a translator when requested by Center Manager.
10. Assist with screening, testing, and evaluation as requested.
11. Interpret at parent meetings and/or trainings as requested by Center Manager.
12. Maintain a working knowledge of program plans, policies, and performance standards.
13. Work in multiple sites in the county or classrooms in a center.
14. Must maintain program and client confidentiality policies.
15. Be open to grow professionally and accept constructive guidance.

16. Perform other duties as assigned by supervisor.

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*



## ADMIN OFFICE

P.O. Box 10  
108 West B Street  
Rainier, OR 97048  
PHONE: (503) 556-3736  
FAX: (503) 556-0705

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Of Community Action Team, Inc.

## HEAD START PROGRAM

### ASTORIA CENTER

P.O. Box 884  
Astoria, OR 97103  
PHONE: (503) 325-5421  
FAX: (503) 325-8913

### CLATSKANIE/RAINIER CENTER

P.O. Box 2  
Clatskanie, OR 97016  
PHONE: (503) 728-2940  
FAX: (503) 728-2225

### NESTUCCA VALLEY CENTER

P.O. Box 67  
Cloverdale, OR 97112  
PHONE: (503) 392-4449  
FAX: (503) 392-3252

### SEASIDE CENTER

P.O. Box 362  
Seaside, OR 97138  
PHONE: (503) 738-0873  
FAX: (503) 738-5912

### ST. HELENS CENTER

P.O. Box 239  
St. Helens, OR 97051  
PHONE: (503) 397-4114  
FAX: (503) 397-0906

### TILLAMOOK CENTER

P.O. Box 713  
Tillamook, OR 97141  
PHONE: (503) 842-5180  
FAX: (503) 842-2580

### TILLAMOOK HOME-BASED

6000 Hangar B Drive  
Tillamook, OR 97141  
PHONE: (503) 815-2863  
FAX: (503) 815-2871

### VERNONIA CENTER

P.O. Box 242  
Vernonia, OR 97064  
PHONE: (503) 429-9243  
FAX: (503) 429-4103

### WARRENTON CENTER

P.O. Box 1163  
Warrenton, OR 97146  
PHONE: (503) 861-9681  
FAX: (503) 861-9775

## PARENTING EDUCATION

P.O. Box 10  
Rainier, OR 97048  
PHONE: (503) 556-3736  
FAX: (503) 556-0705

## HEALTHY FAMILIES

125 N. 17th  
St. Helens, OR 97051  
PHONE: (503) 366-0800  
FAX: (503) 366-0908

## NOTICE TO APPLICANT

A criminal background check and FBI fingerprinting are required for people working in Early Childhood Education and care. The cost is \$35.00 to be paid online or mailed in with application.

The applicant must complete the Child Care Division's form. You can apply online with the Child Care Division at: [Office of Child Care Online Central Background Registry Application](#).

**OR** to print off an application to mail in, type the address below into your browser:

[http://www.oregon.gov/OCC/Pages/Online\\_application\\_informationpage.aspx](http://www.oregon.gov/OCC/Pages/Online_application_informationpage.aspx)

Once you have completed the application for enrollment to the Central Background Registry, you will receive information on how to schedule an appointment for fingerprinting. Fingerprinting will cost an additional \$12.50 when fingerprints are taken.

The applicant must be 18 years of age to qualify for Criminal Background Registration.

### Drug Screening

A pre-employment drug test will be required for every perspective employee. Test results must be negative to be employed. The cost for the screening will be paid by Community Action Team.

*Providing Head Start, Healthy Families and  
Parenting Education services*

# COMMUNITY ACTION TEAM, INC.

## Employment Application

Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_  

Last
Middle
First

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  

Home
Business

E-mail Address: \_\_\_\_\_

Do you have dependable means of transportation? \_\_\_\_\_

Do you have a valid Oregon Driver's License?  Yes  No \_\_\_\_\_  

Number

List relative presently employed in Community Action Programs by name, program, relationship: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

### EDUCATION:

| SCHOOLS ATTENDED | FROM - TO<br>Field of Study | DATE LEFT<br>Month/Year | GRADUATE<br>Month/Year | DEGREE<br>RECEIVED |
|------------------|-----------------------------|-------------------------|------------------------|--------------------|
| High School/GED: |                             |                         |                        |                    |
|                  |                             |                         |                        |                    |
|                  |                             |                         |                        |                    |

### WORK EXPERIENCE *(list most recent first)*

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/Volunteer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**WORK EXPERIENCE** *(list most recent first)*

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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Salary/Volunteer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PROFESSIONAL AND PERSONAL REFERENCES**

| NAME | ADDRESS | FIRM | TITLE/POSITION | TELEPHONE |
|------|---------|------|----------------|-----------|
|      |         |      |                |           |
|      |         |      |                |           |
|      |         |      |                |           |
|      |         |      |                |           |



## MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

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*Honors or Awards -*

*Publications -*

## ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

**To the best of my knowledge, all information on this application is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMUNITY ACTION TEAM, INCORPORATED  
310 Columbia Blvd., St. Helens, Oregon 97051  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

**Name of Prospective Employee:** \_\_\_\_\_

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This information will be kept strictly confidential.

## Child & Family Development Programs Pre-Employment Reference Form

**Applicant:** Please complete one form for each reference; provide at least three references; and include at least two supervisors.

### Section 1: Applicant Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Position Applying For

### Section 2: Reference Contact Information

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name/Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### Section 3: Reference Information

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Dates of Employment

\_\_\_\_\_  
Reason for Leaving

**Applicant:** Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

|                          |           |      |      |      |
|--------------------------|-----------|------|------|------|
| Attendance               | Excellent | Good | Fair | Poor |
| Relationships w/Children | Excellent | Good | Fair | Poor |
| Co-Worker Relationships  | Excellent | Good | Fair | Poor |
| Communication            | Excellent | Good | Fair | Poor |
| Follow-Through           | Excellent | Good | Fair | Poor |
| Dependability            | Excellent | Good | Fair | Poor |
| Work Ethics              | Excellent | Good | Fair | Poor |
| Self-Starter             | Excellent | Good | Fair | Poor |
| Decision Making          | Excellent | Good | Fair | Poor |
| Honesty/Integrity        | Excellent | Good | Fair | Poor |
| Flexibility              | Excellent | Good | Fair | Poor |
| Empathy                  | Excellent | Good | Fair | Poor |

| REFERENCE Use Only |  |          |  |
|--------------------|--|----------|--|
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |
| Agree              |  | Disagree |  |

**COMMENTS:**

### Section 4: Release of Information

I, \_\_\_\_\_, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section 5: Signature of Person Verifying Reference Information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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Title