CLATSOP COUNTY

INVITES APPLICATIONS FOR

Child Care Provider - Casual

Wage $10.51/hour

Applications are invited for a casual Child Care Provider with Clatsop County Juvenile Department. Duties include providing safe, age appropriate care to client's children while the clients attend group.

QUALIFICATIONS:
High School Diploma or equivalent and 1-3 years previous childcare experience required with effective communication skills.

DESIRABLE QUALIFICATIONS:
Spanish language skills, verbal and written. Coursework in child development preferred.

APPLICATION PROCEDURE: Obtain and submit completed Clatsop County Employment Application form to the State of Oregon Employment Department, 450 Marine Drive, Suite 110, Astoria, Oregon 97103 (503)325-4821, FAX (503) 325-2918 **Applications will be accepted until position is filled.** *Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is desirable that you attach one to your application as a supplement). Successful applicants will be required to pass a pre-employment drug screen, criminal background history check and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Manager's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.*

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract. Clatsop County is an Affirmative Action/Equal Opportunity Employer.

(See next page for essential functions)

APPLICANT: REVIEW AND SIGN THE LIST OF ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS
CHILD CARE PROVIDER

1. Attend to the safety and well being of client's children during group program hours. Role model healthy limit setting (structure) and respectful communication (nurture) that fits the child's developmental stage.

2. Coordinate snacks for children.

3. Determine material needs of the childcare room and advise manager.

4. Report on children's activities and behaviors to parent and staff.

5. Role model interactive communication and assertive discipline (positive reinforcement).

6. Plan and develop activities for the children.

7. May purchase budgeted supplies for children's room.

8. Attend informational and clinical meetings, which may include all-agency meetings, team meetings, and consultation meetings with psychiatrist, staffing, intra-agency trainings, etc., as required.

9. Continually increase level of cultural sensitivity, awareness and competency.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

_____

Signature Date

PRE-EMPLOYMENT AGREEMENT AND AUTHORIZATION

TO RELEASE INFORMATION

I understand and agree to the following terms:

As part of my application for employment with Clatsop County for the position of Child Care Provider, I hereby authorize Clatsop County to conduct an investigation of my background, including but not limited to, character, criminal and arrest/conviction history, past employment (including job performance and on-the-job behavior), education and satisfactory completion of a physical examination (if required for position).

I understand that this document, signed by me, authorizes Clatsop County to gather information through interviews, questionnaires, employment records, education records, criminal records and any other records necessary to determine job related qualifications for the position of Child Care Provider with Clatsop County.

The recipient of a photocopy of this signed document is hereby authorized to divulge information concerning my character, criminal history, education, employment records, job performance; job behavior, or medical records which may include information specific to drug and/or alcohol and/or psychiatric treatment and to allow the Clatsop County Human Resources Director or a delegated representative to examine such records.

In consideration of the release of information to Clatsop County by any third party in receipt of this authorization, I do hereby release said third party, its office, employees, agents and assignees from any and all claims for damages of any nature which I might have as a result of the release of information by the third party to Clatsop County. To the extent that I have previously directed said third party not to release certain information, I do now hereby withdraw that directive and consent without restriction to any release of information requested by Clatsop County.

I hereby release you, your organization, and others from any liability or damage, which may arise from furnishing information requested. I understand and agree that any information released to Clatsop County is done so in strictest confidence.

Signature: _____

Date: _____

Printed Name: _____

CLATSOP COUNTY
SUPPLEMENTAL APPLICATION
FOR BACKGROUND CHECK

1. Are you at least 18 years of age? Yes ____ No _____

2. Are you legally eligible to work in the United States? Yes _____ No _____

3. Your Social Security Number: _____

4. Do you have a current driver's license? Yes_____ No_____

5 Driver License Number and State: _____

6. Please list all traffic violations* and criminal convictions within the last seven (7) years.

Date	Charge	Location

* traffic violations only need to be provided if driving is a requirement for position.

I certify that the above information is true and complete.

Signature_____ Date: _____

Printed name:_____