



## Frontier Child Care Resource & Referral is a full-time position

### Essential Responsibilities:

#### ➤ Parent/Provider Consulting

- Provide information/assistance regarding child care in the community to parents upon request
- Utilize Find Child Care Oregon data base (FCCO) to provide technical assistance.
- Provide consumer education to parents regarding choosing/demanding quality child care
- Maintain necessary record keeping of parent/provider calls by logging calls, entering requests in FCCO, and completing correspondence with the parent/provider regarding referrals made
- Handle related correspondence and written reports as requested
- Assist with publicity/media coverage regarding services to providers and parents
- Assist in maintaining the lending library when applicable
- Enroll providers, and enter information into FCCO
- Complete regular updates and Technical Assistance on provider files
- Provide training and technical assistance to child care providers to meet child care regulations through one-on-one or group sessions
- Assist in developing the quarterly CCR&R provider newsletter
- Help Child Care Providers improve Business operations by using Business supports
- Other duties as assigned by Director

### Qualifications:

- AA/BA degree in Education, Early Childhood Education, Child Development or related field Or willing to work on Professional Development
- Secretarial/computer experience
- Current CPR/First Aid card
- Current enrollment in DELCs Central Background Registry
- Adequate means of transportation
- Ability to keep accurate records

Please Contact Peggy [Yarborp@harneyesd.k12.or.us](mailto:Yarborp@harneyesd.k12.or.us) 541-413-3168

Donna [schnitkd@harneyesd.k12.or.us](mailto:schnitkd@harneyesd.k12.or.us) 541-589-1236