

**Oregon Child Care Resource & Referral Network
Position Description**

Title: Child Care and Education Mentor
Reports to: Program Coordinator

Effective Date: August 2006
Exempt/Non Exempt: Non-Exempt
Wage/Salary: \$15.00/hr plus expenses

Summary of Position: The child care and education mentor provides training and one-on-one consultation to child care providers in areas such as: child development, environments, business practices, infant/toddler and special needs caregiving, etc., in person and by phone or email, at the request of the child care provider.

Duties and Responsibilities:

1. Conducts mentoring in person, by phone, by email or in group meetings. Mentors will meet face-to-face with mentees a minimum of two times (typically at the beginning and end of the mentoring relationship).
2. Submits the goal form, enrollment and other forms as needed to track relationship and report outcomes.
3. Attends annual training and additional training opportunities as available.
4. Supports multiculturalism by treating all people with dignity and respect, demonstrates openness and ability to work with diverse opinions and views, and individuals with various life and cultural views and opinions.

Knowledge, Skills and Abilities:

- A minimum of a CDA or Oregon Registry Step 7
- A minimum of two hours of training in recognizing and reporting child abuse and neglect
- A minimum of five years' work experience in the field of child care and education, at least three years working directly with children and/or in a specialty area
- Experience in adult training and development

Considerations and Preferences for Mentors:

- A variety of experience, including different settings, positions, specialty areas, etc. within the field
- Previous participation as a mentor or mentee in the mentoring program
- Specific demonstrated professional commitment/service/leadership such as: advocacy, community involvement, provision of training and professional development, and experience in specialty areas or with target populations
- Membership in a professional organization such as NAEYC, OAEYC, OACCD, PRO, NSACA and NHSA

Employee Acknowledgment of Position Description:

I certify that I have read and understand the duties described in this position description.

Employee Printed Name

Employee Signature

Date

Program Coordinator Printed Name

Signature

Date

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Oregon Child Care Resource & Referral Network is a drug free workplace.