

Job Announcement: Program Manager

MountainStar Family Relief Nursery

The Program Manager is responsible for implementing services to keep children safe, promote healthy early childhood development, stabilize vulnerable families, and restore family relationships. This position reports to the Program Director and will: 1) assure high-quality, effective programs, 2) supervise and develop site staff, 3) ensure compliance with various regulatory agencies and program grants, and 4) foster positive relationships with program partners and the wider community. The Program Manager has strong leadership skills, a passion for young children and families, and experience helping families living in traumatic life circumstances.

About Us and Our Values:

MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, supervised visits for children in foster care, and other family supports. Our values are:

1. *Caring* – *welcoming, trauma-informed, trustworthy, compassionate, honest, and fun.*
2. *Partnership* – *invested, accessible, and engaged with clients, supporters, partners, and communities.*
3. *Excellence* – *committed to high-quality programs, current research, innovation, best practices, accreditation, and evaluation.*
4. *Impact* – *attend to what is important and effective, continuous improvement, we do what we say.*
5. *Inclusiveness* – *seek out and value diverse perspectives, understand and address systemic barriers*

Essential Job Functions:

High Quality, Effective Programs: Responsible leading and implementing therapeutic early childhood services (classroom, outreach and home visiting) for families who exhibit an average of 13 risk factors for abuse and neglect. Provide strength-based, family-centered services that comply with the Oregon Relief Nursery model and additionally meet quality standards for the National Association for the Education of Young Children and 5-Star rating in Oregon's Quality Rating Improvement System. Coordinate with other community partners to both provide extra services within our program and create relationships for service referrals.

Staff Supervision and Development: Supervise line staff in all dimensions of their work. Monitor and encourage staff development through consistent reflective supervision, enforcing professional standards, and providing on-the-spot assistance and training as needed. Support a healthy organizational culture for staff who work with families in extreme chaos and trauma.

Program Monitoring, Compliance and Reporting: Manage, track and report data on client services and program outcomes. Ensure that all data is collected and reported in a timely fashion. Comply with all necessary rules and regulations, including but not limited to Office of Child Care, USDA CACFP, Oregon Spark!, NAEYC, and OARN.

Program Management, Community Engagement and Other Responsibilities: Lead and manage the local program, in coordination with the larger MountainStar organization, to achieve organization-wide goals and fulfill program commitments and contracts. Continually seek to both: apply the principles and values of NAEYC's Code of Ethics; and improve personal knowledge and skills in areas relevant to this position. Participate in local community outreach to increase MountainStar's visibility and build community partnerships. Other responsibilities may include purchasing, transporting children, ensuring automobile maintenance, and other duties as assigned. Regular and consistent attendance is essential.

Knowledge and Experience:

- BA/BS in early childhood development, social work or a related field, with specific training in child abuse and neglect prevention, parent education, home visiting, and equity and inclusion or comparable Oregon Registry level considered.
- 2-4 years successful work experience within early childhood, social work, education, abuse prevention or related field. Supervision, mentoring or coaching experience preferred.
- High level of organizational skills with an ability to interact with, lead and manage people, and contribute as a member of the management team.
- Preference for those with understanding of cultural competence, unconscious biases, educational disparity issues, and structural challenges to family success.
- Excellent verbal and written communication skills in addition to competency with computers and data systems.

Success Factors:

- Able to relate sensitively and non-judgmentally to young children and families living in high stress, chaotic situations with on-going crises and trauma.
- Able to support staff in emotionally challenging work and respond to crises as they occur.
- Represent the organization in community collaborations, program partnerships and local initiatives.
- Valid driver's license, food handler's card, and first aid/CPR card.
- Current criminal background check through Oregon Office of Child Care.

Salary Range + Benefits:

This is a full-time, exempt position with an annual salary range starting at \$52,000 increases based on education and experience, plus benefits. Bilingual pay differential available.

MountainStar is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability.