



## UNITED COMMUNITY ACTION NETWORK CHILD SERVICES DIVISION DIRECTOR

**ATTENTION:** Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submitting it to the Child Care Division with processing fee. Registry results, or application for report, **MUST** be included with the UCAN job application. The on-line link for the CCD199 is:

[www.employment.oregon.gov/EMPLOY/CCD/CCD\\_forms.shtml#criminal\\_Criminal\\_History\\_Registry](http://www.employment.oregon.gov/EMPLOY/CCD/CCD_forms.shtml#criminal_Criminal_History_Registry)

Please allow 1-2 weeks for in-state results; 6-8 weeks for out-of-state results.

United Community Action Network is looking for a Child Services Division Director that is a visionary, team-oriented and an engaged community partner.

### About UCAN - Head Start

Head Start is a comprehensive pre-school program serving low-income families in Douglas County since 1973. Children (ages 3-5) receive education services to increase their school readiness. The program provides a positive, respectful environment for growth and awareness for both parents and children. Specific services for children focus on education, socio-emotional development, physical and mental health and nutrition.

Locally, the program serves 334 children in 17 classrooms throughout Douglas County. Administrative functions are managed from the Roseburg location. Classrooms and administrative services are connected through e-mail and webcam capability. The program employs a staff of 90 and works within Federal and State budgets of \$3.2 million.

The last Federal review was very positive; the next review is scheduled for 2012.

The future challenges for the program are:  
1) develop permanent facilities for both classrooms and administrative services,

2) expand collaborative community partnerships and provide leadership toward enhancing and expanding services for children in our community, 3) diversify and increase the funding available to provide Head Start services, and 4) move the program forward to the next level.

### About the Position

The Director serves as administrator for child development programs and plans, organizes and directs the Head Start Program, both independently and jointly with the UCAN Executive Director and a 19-member Policy Council as well as programs of Healthy Kids and USDA Child Food reimbursement. Responsibilities include program planning and implementation; budget development (Federal and State) and monitoring, selection and supervision of staff, ensuring compliance with Head Start performance standards, UCAN policies and other funder requirements and regulations, develop and collaborate with community partners to assure services are coordinated and responsive to community's early childhood education needs.

### Essential Functions

Director works with the UCAN Executive Director to initiate and coordinate planning, development and implementation of Head

Start and other child care services in a holistic manner that responds to emerging needs; selects, leads and trains management staff ensuring compliance with performance standards; embraces the quality assurance team model of management thereby empowering staff through coaching and mentoring techniques; ensure that policy council is active and engaged in program governance and community advocacy; provide UCAN Board of Directors necessary information in order for them to adequately provide oversight; develop and manage program budgets; oversee contract and grant activities and ensure completion of required annual planning, program reports, grant proposals, work plans and contracts; ensure maximum service delivery within program regulations and guidelines to achieve program growth and improvement; work closely in a collaborative manner with other providers, community partners to promote quality early childhood education; serve as member of agency management team.

#### **Minimum Qualifications**

Thorough knowledge of principles and practices of effective administration including public relations, personnel management and fiscal management to develop, implement and evaluate programs; thorough knowledge of Head Start, child care, state child care subsidy, community action and other anti-poverty programs. Skill in budget development and administration. Ability to communicate effectively in both oral and written forms; develop and implement operational and administrative policies; analyze and evaluate operations and develop and implement corrective action to resolve problems; establish and maintain recordkeeping systems and reports; make decisions independently in accordance with established policies and procedures, establish new policies; motivate and lead support staff using a collaborative team approach; utilize problem identification and resolution techniques; remain calm and use good

judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, Policy Council, Board of Directors, children, families, state and federal officials, vendors, community groups and the public.

#### **Education, Experience and Training**

Master's degree in education, social work, non-profit management, public administration or other related field and five years direct related and progressively responsible work experience which includes management experience OR Bachelor's degree in above fields and seven years directly related and progressively responsible work experience OR ten years satisfactory equivalent combination of education and direct related and progressively responsible work experience. At time of appointment must possess valid Oregon driver's license and vehicle insurance. Following appointment, must be enrolled in the Criminal History Registry.

#### **Physical Demands**

The work is performed in an office environment and may involve hearing voice conversations, keyboarding, sitting, standing and walking. A reasonable amount of driving is required.

#### **Compensation and Benefits**

The annual salary offered is \$48,963 to \$65,336 depending on experience. A generous benefit program includes: 1) paid medical, dental, life and disability insurance programs for the employee, 2) progressive paid-time-off leave system to be used for vacation, sick, holiday, personal days, 3) retirement benefit, also paid, begins following one year of employment.

## Application Process

To be considered for the Director position, interested persons must submit an application packet of: completed UCAN application, resume, cover letter and criminal history report or application.

**Apply by: September 17, 2010**

**Application and more UCAN information available from our website:**

[www.ucancap.org](http://www.ucancap.org)

### Questions? Contact:

Sylvia J Nichols, Human Resources Manager  
[sylvia.nichols@ucancap.org](mailto:sylvia.nichols@ucancap.org)

## About United Community Action Network (UCAN)

In 1969, Parent's Action Council was created by three low-income women and two caseworkers from Department of Public Welfare. It was the first not-for-profit agency in Douglas County and was founded to advocate for the needs of low-income people. Head Start program began in 1973 and UCAN continues to be the grantee for the Head Start program. Through the years, numerous programs were added and either retained by UCAN or have spun off to be independent community services. Today the agency has a budget of \$20.2 million, 210 staff and eight major program areas. A thorough history of UCAN is on the website.

## About Douglas County and Roseburg

Douglas County, Oregon, is a uniquely beautiful area located in the southwestern region of Oregon. As the seventh most populated county in the state, it has approximately 101,800 citizens. Geographically it is Oregon's fifth largest county and contains 5071 square miles of

green forests, 13 incorporated cities and several small, rural communities.

The county offers a beautiful, semi-rural environment with easy access to major metropolitan areas via an interstate highway. The quality of life is unsurpassed, offering a welcome contrast to larger urban neighborhoods. Extending from the Pacific Ocean to the Cascade Mountains, residents and visitors are offered a diversity of recreational opportunities which include: more than 60 public parks, miles of navigable rivers with public boat ramps, mountain lakes (including entrance to Crater Lake National Park), excellent fishing, ocean beaches and sand dunes, hiking and biking trails, skiing, picnicking, golfing, white water rafting and many other leisure sports and activities.

As County seat, Roseburg is located mid-county and is its largest city with a population of 21,530, serving an urban growth area of nearly 60,000 persons. The city is on the Interstate 5 corridor enabling residents to easily travel to larger metropolitan areas. This is a progressive community with an excellent quality of life. Residents value the safe and friendly community, excellent schools and outstanding public safety enforcement. The city is within two hours of mountain skiing to the east and ocean beaches to the west. Roseburg houses a community college, hospital, VA medical center, museum, library, theater and art center, fairground complex, summer music in the park, auto racing, movie theaters, shopping centers and a wide variety of restaurants and numerous community activities.

There are eight elementary schools, two middle schools and one senior high school. In addition to the public schools, there are several private schools available.

Equal Employment Opportunity

# United Community Action Network

## Mission Statement

Creating solutions to poverty  
Improving lives in our community

### Core Values

We believe in:

#### **Respect, Dignity, Compassion and Equity:**

UCAN Board, staff and volunteers embrace these qualities in their interactions with people using UCAN's services, the staff and the community.

#### **Accountability:**

UCAN provides services in a manner that is effective, efficient and meaningful to the community and people's lives. UCAN uses public and private funds in a prudent manner and has fiscal controls that assure superior accountability.

#### **Making a Positive Difference:**

UCAN's services make a positive difference in people's lives because all people have the ability to grow, improve and change. UCAN makes a positive difference in our communities by providing needed, meaningful and quality services.

#### **Quality and Excellence:**

UCAN is committed to performing all its functions to the highest caliber and strives for "best practices" in all aspects of its operations. UCAN is a "learning organization" that values creativity and flexibility and embraces the concept of continuously improving the quality of its services throughout the agency.

#### **Partnering:**

UCAN is an interactive partner with the people using UCAN's services, other agencies and the community.

#### **Courage:**

UCAN is willing to take new risks, try new things, and encourages staff ideas for new projects.

#### **Honesty/Integrity:**

UCAN is committed to honesty and integrity in all aspects of its organization

United Community Action Network  
280 Kenneth Ford Drive  
Roseburg OR 97470

UCAN Mission - Creating solutions to poverty. Improving lives in our community.