

Rural Utah Child Development Job Opening Announcement

Position is open to the community at large and “in house” to parents, current substitutes, temporary, regular employees and regular non-parent volunteers. Job opening announcements are being sent out to parents and staff.

Position:	Site Manager
Location:	RUCD Moab Center, 395 E Center, Moab, UT 84532
Work hours:	6 hours per day, 5 days per week, Monday through Friday
Salary Range:	Starting at \$15.18 per hour; additional education will be considered in pay rate
Job Summary: <ul style="list-style-type: none">• Actively locates and informs families within the recruitment area of the availability of program services, and provides encouragement and assistance in applying for admission to the program.• Supports family well-being, including family safety, health and economic stability, to support child learning and development, and to foster parental confidence and skills that promote the early learning and development of their children.• Responsible for the supervision and upkeep of RUCD property to ensure that the facility is well maintained and in compliance with regulatory requirements.• Generates, collects, verifies and submits in-kind contributions to meet matching requirements and comply with regulation.	
Requirements: <ul style="list-style-type: none">• High school diploma or equivalent. Previous experience in HS/EHS, as well as advanced training/certification or post-secondary degree in human services or a health-related field is preferable.• Family Development Certification within twelve months of hire.• Ability to create a document in Word and do basic word processing, create Spreadsheets (Excel), scan/fax/email, utilize Google applications (Hangouts, Docs, Sheets, Forms), utilize video and audio conferencing, business messaging and webinars (WebEx, GoToMeeting), and learn industry-specific software (ChildPlus).• Strong leadership experience with the ability to work with parents, teachers, and community partners.• Amazing communication skills; must be able to set clear expectations and give/receive feedback clearly and effectively.• Pass a background criminal investigation register check and drug screen.• Possess a driver’s license in the State of residency, have reliable transportation, and maintain required insurance coverage.• Pass a physical examination and Tuberculin Skin Test (TB) at time of hire and every 4 years thereafter.• Occasional travel for overnight and extended trips for training and/or monitoring.	
How to apply: <ul style="list-style-type: none">• Applications are available on our website (www.rucd.org), click on the employment opportunities link, OR Dept. of Workforce Services. Full job description available upon request.• Applications will be accepted until 5pm on Friday, June 21, 2019.• Please send completed applications by email to jjustice@rucd.org• For further information, please contact Julie Justice at the email above or call 435-630-1350.	