



Helen Gordon Child Development Center

Portland State University

Our program provides a secure and loving environment for children and supports each child's growth, development, and feelings of self-worth. Our curriculum is both emergent and constructive. Children construct their own ideas and theories about the world through social interaction, play, and experimentation. Our curriculum is based on the image of the child as capable, full of life, and unique.

The program's core values are grounded in respect for human diversity and commitment to peace and social justice. We are fortunate to have a diverse community of families in our center that allows all children to experience a range of cultures, appearances, languages, family forms, and ways of life in a positive and affirming environment. Overall, our goal is to have every child and family welcomed, reflected, and supported in our program.

Requirements:

- Pass a complete criminal and employment background check.
- Obtain a current Oregon Food Handler's card within 30 days from date of hire.
- Obtain a current Pediatric First Aid/CPR card within 30 days from date of hire.
- Complete the Recognizing & Reporting Child Abuse & Neglect online course.
- Complete the Introduction to Child Care Health & Safety online course.
- Complete the Safe Sleep online course.
- Attend additional trainings (approximately 3 hours per month)
- Be able to lift 30 pounds and kneel, bend, stoop, and sit on the floor in order to work at a child's level.
- The Center reserves the right to dismiss an employee at any time if the Center administration is concerned about an employee's attitude, emotional health, or ability to work effectively with the teachers or children. We are an "at will" employer.

Abuse Prevention Policy:

We take an active stand to prevent any possible abuse of the children in our care. For employee and employer safety we maintain the following center guidelines:

- All employees are mandatory reporters of suspected abuse and will receive training accordingly.
- We structure our program to minimize time that staff are left alone with children.
- We do not allow Student employees or Substitute teachers to leave the building on their own with children.
- We maintain an environment to eliminate access to closed or hidden spaces.
- We give children the skills to react assertively to abuse of any kind and to report such incidences to teachers and parents.
- We take any allegations made by children seriously.

EMPLOYMENT APPLICATION
Helen Gordon Child Development Center

1609 SW 12th Ave
Portland, OR 97201
503-725-3092
Fax: 503-725-5323

Staffing Coordinator: Erin Burns - eam@pdx.edu

In order to be considered for employment, this application must be filled out in its entirety. Your application will be valid for one year from the date it is signed. Student employees must be registered at PSU for at least 6 undergraduate or 5 graduate credit hours per term for 3 out of 4 terms per academic year.

| |
|--|
| Name: _____ |
| PSU ID#: _____ Birth Date: _____ |
| Address: _____ |
| City: _____ State: _____ Zip: _____ |
| Cell Phone: _____ Home Phone: _____ |
| Email: _____ |
| Major: _____ |
| I am applying to work as a: <input type="checkbox"/> Student Employee <input type="checkbox"/> Substitute Employee |
| I have been awarded a work study award: <input type="checkbox"/> Yes (please attach a copy of your award) <input type="checkbox"/> No |
| I am applying to work in: <input type="checkbox"/> a classroom <input type="checkbox"/> the kitchen <input type="checkbox"/> the front office |

Names and phone numbers of three professional references:

1. _____
2. _____
3. _____

| |
|--|
| Days and hours available to work: (We are open Monday-Friday, 7:30am-5:30pm.) |
| Monday: _____ |
| Tuesday: _____ |
| Wednesday: _____ |
| Thursday: _____ |
| Friday: _____ |

Why do you want to work at Helen Gordon Child Development Center?

What work/volunteer experience and/or interests and hobbies do you have that you feel would be especially relevant to working with children at Helen Gordon CDC?

Please give work/volunteer history, beginning with the most recent employer or experience. Attaching a resume is optional.

Employer: _____
Start Date: _____ End Date: _____
Supervisor: _____ Phone Number: _____
Duties: _____

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Employer: _____
Start Date: _____ End Date: _____
Supervisor: _____ Phone Number: _____
Duties: _____

I, the undersigned, certify that the information on this application is true, complete and accurate. I understand the center has the right to do a thorough background check on my employment and criminal histories. I understand I am responsible for the information under the Requirements and Abuse Prevention Policy sections on the first page of this application. I understand that employment involves a responsibility to the Center and to the children, which should be taken very seriously.

Signature: _____ Date: _____