



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Relational Wellness Consultant
Department: Early Learning
Location: Clatsop, Columbia, and/or Tillamook County
Reports To: Program Administrator
FLSA Status: Non Exempt
Bargaining Unit: Classified, OSEA
Compensation: Classified Pay Range W
Workdays: 220

Prepared Date: 3/2025

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Relational Wellness Consultant is an indirect, multilevel service provider in which consultants partner with the adults in young children's lives to build adult capacity to foster healthy social-emotional development with children. In this program, consultants partner with and support early childhood care and education providers in center- and home-based childcare settings. Mental health training is required to support consultants' understanding and response to the relational wellness needs of infants/young children, particularly those who have experienced/are experiencing trauma or may be neurodivergent. Consultant will receive specialized training to provide mental health consultation through an evidence-based framework.

This position is a member of the Child Care Resource and Referral (CCR&R) team, who will serve licensed child care centers, licensed group child care homes, registered family child care homes, child care aides, and relative care providers in Clatsop, Tillamook, and Columbia counties by developing collaborative relationships with early childcare education (ECE) providers, community professionals, parents, and organizations in the community who also serve infants, young children, and families. This position will build relationships with early learning and care providers with the goal of reducing rates of suspension/expulsion from early care and education (ECE) settings, and more specifically, help reduce race disparities in the rates of suspension/expulsion. Therefore, this position will require a strong commitment to equity, anti-bias, and anti-racist practices. Culturally specific and culturally responsive services are important to the success of the program. Consultants whose race, ethnicity, culture, and/or language are representative of the community served are strongly encouraged to apply.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Associate's degree in early childhood education or related field, preferred; Bachelor's degree preferred; or
2. Step 8 or higher on the Oregon Registry Online, required.
3. Ability to obtain an endorsement for Culturally Sensitive, Relationship-Focused Practice Promoting Infant and Early Childhood Mental Health or equivalent qualification
4. Minimum three years of experience working in a childcare facility or home-based care environment, or other early care and education environment.
5. Valid Driver's License and vehicle insurance
6. Bilingual preferred

KNOWLEDGE, SKILLS, and ABILITIES:

1. Strong communication skills (written and oral), bilingual preferred
2. Capacity to foster strong professional relationships
3. Ability to work at multiple levels (groups and individuals; providers and families) in a variety of settings in the community (licensed childcare facilities, unlicensed facilities, home-based childcare settings)
4. Ability to work with diverse populations
5. Creative and collaborative problem-solving abilities.
6. Demonstrated capacity for humility, empathy, curiosity, and flexibility.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. In collaboration with the CCR&R team, support ongoing communication with providers and other caregivers about early relational health and/or developmental concerns related to infants and young children.
- B. Provide relationship-based, preventive interventions to promote the mental health of infants and young children and address behaviors that put them at risk of suspension/expulsion.
- C. Support the development and implementation of strategies, using a team approach, to assist providers with supporting the social-emotional development of infants and young children.
- D. Use independent judgment and discretion in setting daily priorities to complete tasks.
- E. Demonstrate humility and sensitivity to racial, linguistic, cultural, social, economic, individual, and role differences between consultant and provider and between provider

and the infant/young child & family.

- F. Bring observations and discussion questions to reflective supervision sessions.
- G. Adhere to all data and program requirements, including the collection and maintenance of data records.
- H. Support early childhood professionals with referrals of children and their families to appropriate services such as community mental health or early childhood special education services, as necessary.
- I. Provide group and individual training on overall social and emotional wellness with specific topics related to infant and early childhood development, trauma-informed care, attachment, self-care, and other related topics, as necessary.
- J. Adept and skilled in engaging in conversations about racism, bias, and equity.
- K. Driving required between Tillamook, Clatsop, Columbia, and Washington Counties (mileage reimbursement provided per IRS Reimbursement Rates).

WORKPLACE EXPECTATIONS:

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and

procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting and in early care and learning settings. Travel to various sites is required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds

and/or run after students to maintain safety.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.