**NEIGHBORHOOD HOUSE ASSOCIATION**

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

**JOB ANNOUNCEMENT**

**PROGRAM ASSISTANT- EHS (EARLY HEAD START)**

<table>
<thead>
<tr>
<th>DATE POSTED:</th>
<th>August 22, 2017</th>
<th>APPLICATION DEADLINE:</th>
<th>September 5, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position no. / Range:</td>
<td>4105/46.00</td>
<td>Starting Pay:</td>
<td>$17.34 - $18.67 per hour</td>
</tr>
<tr>
<td>Hours of Work:</td>
<td>8:00AM-5:00PM</td>
<td>Union Status:</td>
<td>Non-Union</td>
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<tr>
<td>Status/ Hours:</td>
<td>FT / Non-Exempt</td>
<td>Dept. Program:</td>
<td>Head Start</td>
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<tr>
<td>No. of Positions:</td>
<td>3</td>
<td>No. of Weeks:</td>
<td>50</td>
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<tr>
<td>Location:</td>
<td>Area Offices</td>
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<tr>
<td></td>
<td>Area 1 Office: 2820 Camino Del Rio South, San Diego CA, 92108</td>
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<td>Area 2 Office: 841 S. 41st Street, San Diego, CA 92113</td>
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<tr>
<td></td>
<td>Area 3 Office: 2820 Camino Del Rio South, San Diego CA, 92108</td>
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**POSITION PURPOSE:**

Under direct supervision of the Area Director, performs specialized paraprofessional-level duties to support and assist center and area staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of Early Head Start Program children and their families; and performs related work as assigned.

**Employment Requirement:**

The ideal candidate is a self-motivated, independent worker who possesses an extensive knowledge and experience in modern theories, methods and practices of assigned areas of responsibility and expertise, including early childhood education, social services, emotional and/or physical health, and learning and/or physical disabilities; Federal, state and local laws and regulations applicable to the California Department of Education program and the assigned areas of responsibility and expertise; Title V; California Department of Education Code; goals, objectives, policies and procedures of the NHA Child Development program. The ideal candidate will also have the ability to: Organize, set priorities and exercise sound independent judgment; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; Instruct and train individuals in a group setting and one-on-one; Communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; Establish and maintain effective working relationships with clients, other professional staff and the public; Communicate effectively with people of various educational, socio-economic and cultural backgrounds; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment. In addition, the candidate should possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department, be a collaborative, clear thinker, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.
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Qualifications:
• Associate’s Degree in Child Development or related field;
• Two (2) years of experience of providing direct services to low income children and families of diverse cultural backgrounds;

-OR-

• An equivalent combination of education, training and experience;
• Two (2) years of experience of providing direct services to low income children and families of diverse cultural backgrounds;

-AND-

• Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical, and immunizations);
• A valid California Driver’s License is required;
• Current First Aid CPR certification or the ability to obtain within the first 90 days of employment;
• Must obtain a current typing certificate (Attach certificate with application)

Example of Major Functions:
• Provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise;
• Maintains complete and current files and records pertaining to activities; Assists parents and families in problem solving in assigned area of expertise;
• Serves as an advocate for parents and families with outside agencies;
• Acts as a resource and provides and/or makes referrals for necessary services;
• In assigned area of expertise, informs and educates parents and families about emotional, physical health, social, educational and other special needs of children;
• Implements case management procedures and follow-up activities;
• Collaborates with other team members and program staff on the status and needs of children and their families;
• Discusses child and family progress and/or problems and recommends solutions within scope of responsibility and expertise;
• Interprets provisions of the Head Start Performance Standards for staff, parents and the community;
• Provides in-service and pre-service training;
• Documents child and family progress and performs various other administrative duties;
• Maintains complete and current records of activities;
• Prepares regular and special status reports;
• Monitors records and reports of program services to children and families;
• Participates in parent recruitment activities;
• Logs and codes data according to prescribed standards;
• Inputs data into the online PROMIS computer database system;
JOB ANNOUNCEMENT

- Verifies recorded information to ensure accuracy and completeness of data;
- Identifies and corrects errors;
- Updates files and records;
- Operates IBM compatible Personal computers and associated office equipment;
- Assembles, batches, and distributes data;
- Performs additional functions incidental to data entry activities.
- Performs other related duties as assigned.
1. Do you have any specialized training and/or certifications directly related to this position?  ☐ Yes  ☐ No
   If yes, please list them below (including expiration dates):
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Please describe your level of proficiency using computers and various software programs. Reference the attached
   Computer Skills: Level of Proficiency Guide.

   Microsoft Word  ☐ Basic  ☐ Intermediate  ☐ Advanced
   Microsoft Excel  ☐ Basic  ☐ Intermediate  ☐ Advanced
   Microsoft PowerPoint  ☐ Basic  ☐ Intermediate  ☐ Advanced
   Other: _____________  ☐ Basic  ☐ Intermediate  ☐ Advanced
   Other: _____________  ☐ Basic  ☐ Intermediate  ☐ Advanced

**Computer Skills: Level of Proficiency Guide.**

Because of the continually increasing use of computers in our daily communications and work, the knowledge of
computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis
programs have become essential requirements for many positions with the Neighborhood House Association. The
degree of knowledge and proficiency required varies from one position to another based on the tasks and duties
involved.
To assist managers in determining the level of proficiency necessary to perform adequately in positions within their
respective departments, we have developed descriptions for the different degrees of familiarity with and of ability to
use computer systems and programs. Three levels of proficiency have been defined: basic, intermediate, and
advanced. These levels reflect the standard steps in the acquisition and development of computer skills.
# JOB ANNOUNCEMENT

## MICROSOFT WORD

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<tr>
<th>LEVELS</th>
<th>SKILLS</th>
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<tr>
<td><strong>BASIC</strong>&lt;br&gt; This level of skills is sufficient to perform daily word processing tasks, such as producing routine letters, memorandums, &amp; informal reports. A person at this level is able to use basic formatting, editing, printing functions, &amp; understands the document page setup.</td>
<td>The person has the skills to&lt;br&gt; - Create a new document, enter text, &amp; save it. &lt;br&gt; - Open &amp; edit existing documents. &lt;br&gt; - Navigate in a document &amp; perform a search. &lt;br&gt; - Select &amp; move text. &lt;br&gt; - Format characters &amp; paragraphs; work with tabs, indents, margins, lists, breaks, spacing. &lt;br&gt; - Use AutoCorrect &amp; Help tools. &lt;br&gt; - Create &amp; edit tables; Control page &amp; document appearance. &lt;br&gt; - Print documents, envelopes, &amp; labels.</td>
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<td><strong>Intermediate</strong>&lt;br&gt; This skill level is necessary in order to use &amp; create a variety of templates, complex tables, merges; manage table data, sort &amp; filter merges, &amp; perform basic work with existing Macros. A person at this level is able to customize toolbars, import &amp; insert graphs, embed Excel data, &amp; elaborate reports.</td>
<td>The person has the skills to&lt;br&gt; - Work with sections, create templates, use &amp; customize styles. &lt;br&gt; - Create &amp; format complex tables, &amp; manage table data. &lt;br&gt; - Create Mail Merges, sort &amp; filter them. &lt;br&gt; - Customize Toolbars. &lt;br&gt; - Insert graphic elements. &lt;br&gt; - Run &amp; record Macros. &lt;br&gt; - Create a Web Page based on a template &amp; add hyperlinks.</td>
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<td><strong>Advanced</strong>&lt;br&gt; This skill level is required in order to produce large, complex, formal documents that require a table of contents, footnotes, endnotes, bookmarks, &amp; other elements. A person at this level is able to use &amp; create a wide range of graphic effects; has full mastery of Macro commands.</td>
<td>The person has the skills to&lt;br&gt; - Work with advanced styles, AutoFormat features, &amp; linking styles. &lt;br&gt; - Use graphic effects such as dropped capital letters &amp; clip art, insert WordArt, &amp; draw in a document. &lt;br&gt; - Manage/track document changes, using highlights &amp; comments. &lt;br&gt; - Insert multimedia elements in a Web Page. &lt;br&gt; - Manage Macro commands, create dialogue boxes, &amp; understand the notions of Visual Basic Application programming.</td>
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## JOB ANNOUNCEMENT

### MICROSOFT EXCEL

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<tr>
<th>LEVELS</th>
<th>SKILLS</th>
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<tr>
<td><strong>Basic</strong>&lt;br&gt;This skill level is required to perform tasks/work with data in worksheets.&lt;br&gt;A person at this level is able to enter &amp; correct data, modify a workbook, format worksheets, &amp; use printing functions.</td>
<td>The person has the skills to&lt;br&gt;- Open files; use page setup; Enter, correct, &amp; save data.&lt;br&gt;- Use the menu commands; Format cells, rows, and columns.&lt;br&gt;- Understand navigation/movement techniques, &amp; access Help&lt;br&gt;- Use simple arithmetic functions in the formulas.&lt;br&gt;- Modify a database &amp; insert data from another application.&lt;br&gt;- Print worksheets &amp; workbooks.&lt;br&gt;</td>
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<tr>
<td><strong>Intermediate</strong>&lt;br&gt;This skill level is required to work with multiple worksheets; filter data, use integrate functions, &amp; manipulate databases.&lt;br&gt;A person at this level understands the concepts of databases, is able to work with charts, &amp; use the list management capabilities of Excel.</td>
<td>The person has the skills to&lt;br&gt;- Create, modify, and format charts.&lt;br&gt;- Use graphic objects to enhance worksheets &amp; charts.&lt;br&gt;- Filter data and manage a filtered list.&lt;br&gt;- Perform multiple-level sorting &amp; use design considerations.&lt;br&gt;- Use mathematical, logical, statistical, &amp; financial functions.&lt;br&gt;- Group &amp; dissociate data &amp; perform interactive analysis.&lt;br&gt;- Create &amp; modify some Macro commands.&lt;br&gt;</td>
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<tr>
<td><strong>Advanced</strong>&lt;br&gt;This skill level is required to use advanced techniques for analyzing &amp; manipulating data in Excel.&lt;br&gt;A person at this level is able to automate some operations, manage Macro commands, &amp; create MS Excel applications.</td>
<td>The person has the skills to&lt;br&gt;- Customize the work area.&lt;br&gt;- Use advanced functions (Names, VLOOKUP, IF, IS).&lt;br&gt;- Work with Pivot Tables.&lt;br&gt;- Use spreadsheet Web components.&lt;br&gt;- Manage Macro commands: concepts, planning, operations, execution, modification, interruption.&lt;br&gt;- Use personalized toolbars &amp; perform some programming in VBA.&lt;br&gt;</td>
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### MICROSOFT POWERPOINT

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<tr>
<th>LEVELS</th>
<th>SKILLS</th>
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<tbody>
<tr>
<td><strong>Basic</strong>&lt;br&gt;This level of skills is required to create a simple presentation in PowerPoint, run it, and print it.</td>
<td>The person has the skills to&lt;br&gt;- Create title and bullet slides; Create Slides in Outline view.&lt;br&gt;- Modify slide text and check spelling.&lt;br&gt;- Select a template; Insert a table; Edit a Column Chart.&lt;br&gt;- Work with text, drawn objects, and drawing tools.&lt;br&gt;- Use ClipArt and WordArt.&lt;br&gt;- Create an Organization Chart and use options.&lt;br&gt;- Change text and bullets in the Slide Master &amp; remove objects.&lt;br&gt;- Use Slide Show options; add transitions &amp; animation.&lt;br&gt;- Run a manual &amp; an animated Slide Show.&lt;br&gt;- Work with Notes &amp; print a presentation.&lt;br&gt;</td>
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<tr>
<td><strong>Intermediate &amp; Advanced</strong>&lt;br&gt;This skill level is required to customize templates &amp; the PowerPoint environment, &amp; to make a presentation interactive by using hyperlinks &amp; action buttons.</td>
<td>The person has the skills to&lt;br&gt;- Create a template &amp; work with a Design template.&lt;br&gt;- Work with graphics, animation, &amp; multimedia, insert movies &amp; sound.&lt;br&gt;- Work with the Office Suite to create slides from an outline &amp; send slides to Microsoft Word.&lt;br&gt;- Customize PowerPoint toolbars &amp; automate the slide production.&lt;br&gt;- Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, &amp; using the Meeting Minder.&lt;br&gt;</td>
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APPLICATION SUBMITTAL INSTRUCTIONS:
Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

ABOUT NHA
The Neighborhood House Association is a non-profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:
Eligible employees receive the following benefits:

- Vacation & Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan (w/ 6% company match);
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Tuition Reimbursement;
- Social Security;

*Medical and dental benefits are provided to regular employees who are regularly scheduled to work a minimum of 30 hours per week.

INTRODUCTORY PERIOD:
All regular appointees serve a six (6) month introductory period.

CITIZENSHIP/IMMIGRATION STATUS:
In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.
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MC08/17 AA/EEO/H/V EMPLOYER