

# EMPLOYMENT OPPORTUNITY



## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

### HOME VISITOR

**1276-0913-OC**

#### SALARY:

Range: 46.00 \$16.81 - \$18.56 (AA Degree)

Range: 47.50 \$18.11 - \$19.99 (BA or MA Degree)

#### EMPLOYMENT

*"BUILDING OUR ELIGIBILITY LIST FOR TOMORROW'S OPPORTUNITIES"*

#### FILING DEADLINE:

#### CONTINUOUS POSTING

Submit NHA Employment Application fully completed (per instructions), signed and dated. Teacher's Permit (if appropriate), official transcript showing degree attainment and responses to Supplemental Questionnaire must be attached to application packet to receive consideration.

Applications and job announcements may be obtained at the above address; 841 South 41<sup>st</sup> Street, San Diego, CA 92113; or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

#### DUTIES:

Assists in the design and delivery of early childhood education program; collaborates with parents in providing individualized education program for children in the home-based option; ensures that the curriculum meets the children's unique needs; provides for parent education and involvement in planning and decision-making regarding the education of the child; connects children and families with community-based resources that meet their unique needs; maintains student data and prepare reports; administers developmentally appropriate assessments for each child; provides training for parents to assist them in developing the knowledge and skills necessary to become the primary teacher of their own children and to become self-sufficient; screens family applications for income qualifications and eligibility requirements; facilitates parent involvement; coordinates field trips to provide enrichment for children; assists parents in ensuring that a safe, orderly learning environment is maintained in the home; assists families in developing knowledge and skills in health and nutrition; assists with recruitment of families for home-based program; conducts parent meetings; conducts weekly home visits to assigned families; provides transportation services for children and families as needed; prepares monthly school activity and annual theme calendars; processes applications for supplementary services to families; assists in mainstreaming children with special needs. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** An Associate degree (or units equivalent to an Associate's degree if working towards Bachelor's degree) or Bachelor degree in child development, social work or related field is preferred; plus a Child Development Teacher's Permit or 24 units of child development/early childhood education; plus at least one year of experience in a program that emphasizes the parent's role in the child's development; plus experience working with low-income families and working with persons of varied experiences and ethnic backgrounds.

#### **For Early Head Start Home Visitor**

Incorporated to what is listed above, must also have successfully complete at least 3 semester units related to the care of infants and toddler.

**Knowledge of:** local, state and federal regulations relative to Head Start/child care operations; community resources; working knowledge of adult learning concepts; working knowledge of child development theories/strategies. Computer literate.

**Ability to:** Ability to problem-solve and make decisions, develop and implement program plans; flexibility in adapting to changing job demands; and ability to demonstrate sensitivity to diverse client populations. Effective written and oral communication skills. Ability to speak a second language is desirable.

### **LICENSES AND CERTIFICATION:**

Valid California Driver's License; Certification in Pediatric First Aid and CPR must be met within 90 days of employment; Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

**The provisions of this job announcement do not constitute an express or implied contract.**

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

### **SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

### **POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

### **BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

### **INTRODUCTORY PERIOD**

All regular appointees serve 6 months 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.

# **SUPPLEMENTAL QUESTIONNAIRE**

## **HOME VISITOR**

### **IMPORTANT INFORMATION & INSTRUCTIONS**

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Vague responses may disqualify your application, or reduce the credit given for your qualifications. Successful candidates may be invited to participate in other segments of the selection process.

**\*The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer, and dates of employment will result in your application be tagged as “not qualified” for this recruitment

Both the application form and the supplemental questionnaire must be typed or legibly completed. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

- 1. Please describe strategies you have used to involve parents in the education of their children.**
- 2. Please discuss the tactics you have previously used and/or are currently using to provide an individualized education program for children in a home-based option.**
- 3. What approach have you used to manage children with special educational needs?**
- 4. Tell us about a time when a child or young person behaved in a way that caused you concern. How did you deal with that situation and who else did you involve?**
- 5. Please describe three (3) lesson plans you have developed (include the purpose of the lesson plan; when, how and where they were implemented).**

### **CERTIFICATION**

**I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.**

**SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_**