

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

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

PROGRAM ASSISTANT (HOME BASE) 0414-OC

SALARY: **Range: 46.01 \$16.98 - \$18.74 per hour**

EMPLOYMENT OPPORTUNITY: **One (1) Regular Full-time, position with the Head Start Home Base Hub located at 4680 Market Street #B-11 – San Diego, CA 92102**

APPLICATION SUBMITTAL INSTRUCTIONS:

POSITION IS OPENED UNTIL FILLED

Application and Supplemental Questionnaire must be fully completed (per instructions), signed, and dated when submitted. Also attach official sealed transcripts from accredited college or university showing attainment of required degree to be considered.

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. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES AND RESPONSIBILITIES

Under direct supervision of the Home Visitor Supervisor, 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 Head Start Program children and their families; and performs related work as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

Participates as a member of a Multidisciplinary Team and Quality Assurance of paraprofessional's team and engaged in identifying, assessing, planning and implementing classroom interventions for children identified as having specialized behavior, education, disability, health or social service needs; Provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise; Provides crisis intervention services; 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; Develops community and family partnerships; 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; Assists in assessment collaborations and partnerships to enhance effectiveness in providing services to children and their families; Conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise; Provides feedback to staff based on classroom observations; Models appropriate intervention

EXAMPLES OF ESSENTIAL DUTIES (cont.):

strategies for classroom staff, parents, center directors and other Head Start Program staff; Participates in the development and dissemination of information and materials relative to subject matter within the Multi-Disciplinary Teams' areas of responsibility; 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; Prepares and submits case related documentation; Maintains complete and current records of activities; Prepares regular and special status reports; Monitors records and reports of program services to children and families; Acts as community liaison and promotes community relations; Participates in parent recruitment activities; Serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and center directors.

Education, Training and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is: **graduation from an accredited college with an AA degree in Child Development or related field**, and two years' experience providing direct services to low income children and families of diverse cultural backgrounds; or an equivalent combination of education, training and experience.

Knowledge of: Modern theories, methods and practices of Early Childhood Education and Child Development; 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 Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; Goals, objectives, policies and procedures of the NHA Head Start Program; Modern theories, principles and practices of supervision, including training and staff development; Record keeping and filing practices and procedures.

Ability to: Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; 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; Organize and maintain specialized documentation.

Licenses and Certification: A 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 child care center (fingerprints, TB, physical).

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to fifty pounds. This job includes close vision and the ability to adjust focus required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public.

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. Any of the provisions contained in this job announcement may be modified or revoked without notice.

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

FILING 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 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL:

An official transcript from an accredited college/university and/or Credential must accompany the employment 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:

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

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.

This Job Announcement is not an offer of employment. 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.

SUPPLEMENTAL QUESTIONNAIRE
PROGRAM ASSISTANT (HOME BASE)

IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Program Assistant (Home Base)** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please complete each section fully.

The most suitable candidates will be invited to participate in other examination segments of the selection process.

Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed (12 pt. standard type). **Additional pages will not be considered.**

RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE. Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

1. What qualities do you feel a Program Assistant needs, and what skills from your previous work experience do you have that will augment these qualities?
2. Describe a time when you were faced with a stressful situation at work that tested your coping skills, and what you did to remedy the situation.
3. List any prior experience working as a member of a multidisciplinary team engaged in identifying, assessing, planning and implementing classroom interventions for children.
4. Briefly discuss your experience interpreting provisions of governmental program compliance directives for staff and/or parents.
5. Please discuss one instance (from your previous or current work history) when you had to provide crisis intervention service to a family. Please detail what you did and the results.
6. Describe your computer application skills. List, by name, the software applications which you have experience in and indicate your level of proficiency by software application listed as follows: **Highly Proficient:** use very frequently; **Competent:** have basic/general knowledge; or **Somewhat Knowledgeable:** do not use very frequently.

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.

NAME: _____ **SIGNATURE:** _____ **DATE:** _____