

# JOB ANNOUNCEMENT BULLETIN

## NEIGHBORHOOD HOUSE ASSOCIATION

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



## HOME VISITOR/EARLY HEAD START HOME VISITOR 1276-0913-OC

### SALARY:

**Range: 46.0 - \$16.81 - \$18.56 per hour (AA degree)**

**Range: 47.5 - \$18.11 - \$19.99 per hour (BA degree)**

**EMPLOYMENT OPPORTUNITY:** "BUILDING OUR ELIGIBILITY LIST FOR TOMORROW'S OPPORTUNITIES"

### APPLICATION SUBMITTAL INSTRUCTIONS:

### CONTINUOUS POSTING

Application must be fully completed (per instructions), signed, and dated when submitted. Also attach original copies of official transcripts from accredited college or university showing educational attainment, and responses to Supplemental Questionnaire (page 4 of this announcement) must be attached to application packet to receive consideration.

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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 & RESPONSIBILITIES:

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's Degree** (or units equivalent to an Associate's degree if working towards Bachelor's degree) or **Bachelor's Degree in Child Development, Social Work or related field is preferred**; a Child Development Teacher's Permit is preferred 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. Must be 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 & Certifications:** 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).

## **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**

## **HOME VISITOR**

### **IMPORTANT INFORMATION & INSTRUCTIONS**

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Home Visitor** 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. **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.**

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_