



# 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

### FAMILY SERVICE CENTER SUPERVISOR

**APPLICATION DEADLINE:**      **OPEN UNTIL FILLED**

**Position no. / Range:** 9111/ 52.00

**Union Status:** Non- Union

**Starting Pay:** \$22.91- \$25.29 p. hr.

**No. of Weeks:** 52

**Hours of Work:** 40 hours per week

**Status/ Hours:** Full Time/ Exempt

**Location:** 841 S. 41<sup>st</sup> St. San Diego, CA 92113

**Dept. Program:** Head Start

#### **Basic Job Assignment:**

Under supervision of the Area Director, provides ERSEA oversight and case management services. Ensures that no more than ten (10) percent are children from families that exceed the low-income guidelines and children with disabilities. Develops and provides social work systems, casework consultation/training and assists in strategies to access community resources within the local communities. Must adhere to the core values of the Agency and NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, required Head Start competencies, National Association of Social Workers Code of Ethics or other professional codes.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Principles and practices of program administration, including knowledge of local, state, and federal regulations regarding respective to areas of responsibility including but not limited to procedures for support service staff and Performance Standards; Knowledge of: appropriate child development theories and practices (0-5 years); the ability to create and maintain a safe learning environment for children and others, to work effectively with parents, families, and childcare providers; supervise adults, exercise sound, independent judgment within general policy guidelines; develop and implement effective lesson plans and skills in classroom observation and designing appropriate instructional strategies to meet the developmental needs of pre-school children; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Master's Degree in the field of social work or a related field from an accredited college/university **WITH** three administrative or adult supervision units, **AND**
- Three years of increasingly responsible experience providing direct service to low-income families of diverse cultural backgrounds



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### **Example of Major Functions:**

- Trains and implements ERSEA procedures for support service staff;
- Ensures that funded enrollment is maintained and that vacancies are filled in a timely manner;
- Provides social services supervision to family services workers and/or graduate social work students/ interns, as appropriate, and/or consulting services to other Head Start staff and professionals;
- Coordinates and implements social services within the district;
- Knowledge of, interprets, and explains Performance Standards, and makes appropriate recommendations;
- Supervises the establishment and maintenance of case files, referrals, and other related documents for the management of family services; prepares related documentation to support program performance;
- Plans and facilitates community outreach and education activities, as appropriate to the position; may serve as a liaison and representative to community organization and schools;
- Coordinates with NHA director of planning on the community assessment process and procedures and develops implementation strategies;
- Provides formal teaching, consultation, and in-service training to relevant professionals in immediate and proper handling of and/or referral of a variety of social services case management matters and activities;
- Supervises the referral of clients to appropriate social service agencies for social service assistance and other required services;
- As appropriate to the position, performs various administrative functions such as preparing reports and submitting them when due, may participate in a variety of research projects to develop service plans, and may propose changes to program policies and procedures;
- Evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists in conjunction with quality assurance development;
- Follows up to determine reliability of treatment used; change method and degree of therapy when indicated;
- Consults with other professionals in the field and related professionals and paraprofessional staff, as appropriate, in the performance of casework; refers high profile cases to appropriate service agencies as required and work collaboratively with Head Start professionals;
- Keeps abreast of developments in the field of social work to ensure appropriate management and services are delivered;
- Consults with other legal and treatment agencies and individuals in relation to family records, rights, and responsibilities;



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

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 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions 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 degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. 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.

### **HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE**

- ☐ NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_



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### **BENEFITS:**

Eligible positions receive the following 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.

### **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. 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**