



Neighborhood House Association

"A neighbor you can count on... since 1914"



Neighborhood House Association

Invites your interest for the position of

**ASSOCIATE VICE PRESIDENT,
CHILDREN, YOUTH AND FAMILY SERVICES**

NEIGHBORHOOD HOUSE ASSOCIATION

The Neighborhood House Association (NHA) is San Diego County's largest multi-purpose human service agency. NHA helps thousands of individuals and families improve their quality of life by providing vital social services including employment, healthcare, child, family and senior services. With over 800 employees, NHA provides the following 12 Programs and Services, in addition to the Head Start/Early Head Start Program:

Senior Service Center: The Senior Service Center provides daily breakfast and lunch meals to adults 60 years of age and older.

Adult Day Health Care: An adult day treatment program that provides nursing, psychosocial nutrition services and occupational and physical therapy activities to adults 18 or older.

Project Enable/Friendship Clubhouse: Services primarily focus on providing medication management and symptom reduction to adults who have, in most cases, been diagnosed with serious mental illness.

Project In-Reach: The Project In-Reach program is designed to help incarcerated individuals with substance abuse and/or mental health disorders as they prepare for re-entry into the community by becoming educated about addiction and learning new coping mechanisms.

HIV/AIDS Case Management/Transportation: HIV/AIDS Case Management is aimed at improving the health status, quality of life and life expectancy of HIV/AIDS affected and infected clients. HIV/AIDS Transportation Services provides transportation to low-income residents of San Diego County who are affected by HIV/AIDS.

The Homework Center: The NHA Homework Center offers a safe after-school study environment to children and teens, grades 3-12, whose circumstances place them at-risk for academic deficiency.

Housing Counseling: The Housing Counseling Program, a Housing and Urban Development (HUD)

approved agency, offers comprehensive education and counseling to homeowners, renters and landlords.

Emergency Assistance: NHA provides short-term emergency social services for those in crisis. Services include water, gas and electricity support as well as emergency food support.

Nutrition Services: Nutrition Services is located in a centralized food service operation, where the staff prepares daily breakfast, lunch, snack and supper for thousands of children all over San Diego County.

THE DEPARTMENT OF HEAD START/CHILDREN YOUTH FAMILY SERVICES

Head Start is a 70 million dollar federally-funded child development program designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs. Early Head Start focuses on children six weeks to three years of age, as well as pregnant and post-partum low-income women.

For Fiscal Year 2014-2015, the Department has an operating budget of approximately 70 million dollars and is budgeted for 600 full-time and part-time employees.

THE POSITION

The Associate Vice President of Children, Youth and Family Services (CYFS), under guidance and direction from the Vice President, CYFS is responsible for managing the day-to-day operations of the agency's Child Development services. Provides supervision and direction through four Area Directors and organizes, integrates, directs and evaluates the activities, operations and services of the Head Start/Early Head Start/CDD program. She/He will have direct responsibility for ensuring the program achieves established goals and objectives, while fully complying with all federal, state and NHA regulations and guidelines.

The ideal candidate will have extensive experience in a large multi-purpose human services agency

NEIGHBORHOOD HOUSE ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy and practice of Neighborhood House Association to select and promote employees based on their qualifications and ability to do the job without regard to sex, actual or perceived sexual orientation or gender, race, color, religious creed, national origin, physical disability/mental disability, medical condition, age, pregnancy or marital status.

directing major Head Start program operations of comparable complexity; and possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department. In addition, the candidate should be an experienced manager who is a collaborative and clear thinker, astute in resolving complex and controversial issues.

KEY RESPONSIBILITIES

- Plans, organizes, controls, monitors, integrates and evaluates the personnel and activities of Head Start program operations, administrative operations, and quality assurance and multidisciplinary services.
- Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures.
- Maintains oversight of quality assurance methodology and implementation, including reviewing monitoring reports to determine program status and compliance.
- Oversees budgetary matters associated with Head Start/Early Head Start grant; inclusive of annual grant development and program implementation.
- Represents the Head Start program with local community groups, media and educational institutions, and in state, federal forums as designated.
- Develops corporate and community resources and contacts to contribute resources for the enhancement of Children, Youth and Family Services.
- Plans, organizes, directs and evaluates the performance of assigned program staff.

QUALIFICATIONS

A Master's Degree with a major in early childhood education, public administration, business administration, social services, psychology, and/or a closely related field; and eight (8) years of progressively responsible management experience in the planning, development and implementation of activities, operations and services of a large complex program. Ability to obtain a Program Director's Permit from the California Commission on Teacher

Credentialing and experience in a non-profit or government funded program is preferred.

COMPENSATION & BENEFITS

The salary for the Associate Vice President CYFS is \$105,000 to \$120,000. Placement within the range is dependent upon qualifications. NHA offers a competitive benefits package including:

- Health and Welfare Plan – Medical, dental, and vision for employee and dependents
- Group Life /AD&D & Supplemental Life Insurance
- Long Term Disability & Travel Assistance
- Flexible Spending Account Program
- Retirement – 401(k) Retirement Plan
- Employee Assistance Program
- Annual, Sick and Administrative Leave

FILING INSTRUCTIONS

Applications are being accepted until filled. Application and job announcement may be obtained at 5660 Copley Drive, San Diego, CA 92111; or 841 South 41st, San Diego, CA 92113; or you may refer to our website: www.neighborhoodhouse.org.

Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the final selection process.

Please submit statement of interest, application and resume to:

Duke Sobek, Senior Director, Human Resources
Neighborhood House Association
5660 Copley Drive
San Diego, CA 92111
858-715-2642

NOTE: Faxed documents will not be accepted.

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**Human Resources Department
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