



# 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

### PROGRAM ASSISTANT

**DATE POSTED:** March 5, 2015

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

**Position no. / Range:** 0103/ 46.00

**Union Status:** Non-Union

**Starting Pay Range:** \$17.03- \$18.80 per hr.

**Status/ Hours:** Full-time/ Non- Exempt

**Hours of Work:** 8:00am- 5:00 pm

**No. of Weeks:** 52

**Location:** 5660 Copley Dr. San Diego, CA 92111

**Dept. /Program:** Head Start VP Office

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

Under direct supervision of the Senior Management Analyst, performs specialized paraprofessional-level duties to ensure Grantee program compliance with Federal, state, local and all program funding sources.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, team player who possesses a solid knowledge and understanding of: Modern theories, methods and practices of assigned areas of responsibility and expertise, including data-analysis, 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; the 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 using tact, objectivity, confidentiality, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; has excellent oral and written communication skills and the ability to understand/carry out oral and written instructions; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

#### **Qualifications:**

- Associate's Degree from an accredited college;
- Two years of experience providing direct services to low income children and families of diverse cultural backgrounds and/or grant-funded programs; **OR**
- An equivalent combination of education, training and experience; **PLUS**
- CPR and First Aid Certification 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).



# 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

---

### **Examples of Essential Functions:**

- Participates as a member of a Multidisciplinary Team of paraprofessionals engaged in identifying, assessing, planning and implementing strategies and activities to support program compliance;
- Provides ongoing assistance, support and guidance in assigned area of expertise;
- Serves as an advocate for parents and families with outside agencies;
- Informs and educates parents and families about emotional, physical health, social, educational and other special needs of children;
- Collaborates with other team members and program staff of program compliance;
- Conducts data-analysis and recommends solutions within scope of responsibility;
- 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;
- Provides feedback to staff based on data-analysis;
- 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;
- Monitors records and reports of program services to children and families;
- Acts as community liaison and promotes community relations;
- Participates in parent/ child recruitment activities;
- Serves as a subject matter expert in one or more areas, including data analysis, education, health, social services, special needs/disabilities, mental health, training and career development for staff and Site Supervisors.

### **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 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 transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. 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.



# 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

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

- NHA Website (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: \_\_\_\_\_

### 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.

*\*Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.*

### 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.**