



# 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

### HEAD START COORDINATOR- HEALTH

**DATE POSTED:** July 1, 2015

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

**Position no. / Range:** 9508/ Range 57.00

**Union Status:** Non-Union

**Starting Pay:** \$29.32- \$32.37

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

**Hours of Work:** 8:00 AM- 5:00 PM

**No. of Weeks:** 50

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

**Dept. / Program:** Head Start/ EHS

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

Under general direction, develops policies and procedures which align with program compliance with federal and state regulations and performance standards; provides training and technical assistance on health services and standards for Early Head Start/Head Start program; provides clinical consultation for children with special medical needs and develops Individualized Health Plans; assists with program performance monitoring and evaluation; serves as staff liaison to the Health Services Advisory Committee; and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge and understanding of principles and practices of administration, management, supervision, adult learning and training; Child health and development for children ages 0-5 years; Public Health nursing principles and practices; Maternal health; Disabilities and developmental issues; Characteristics of communicable disease control; Nutrition; Challenges and needs of low-income families; and Various community socioeconomics and sociocultural populations of service areas. The ideal candidate will have the ability to develop and implement early childhood health policies and procedures that maintain best practices and ensure effective service delivery to children and families; Ensure program compliance with federal and state regulations and performance standards; Provide clinical consultation to individual families and develop Individualized Health Plans; Plan, organize, supervise and evaluate the work of others; Provide training for parents and Early Head Start/Head Start staff in the area of public health; Promote parent engagement with Early Head Start/Head Start health programs; Work effectively with low-income families and show sensitivity to service population's cultural and socioeconomic characteristics; Work with parents, Policy Council or committee representatives and other community agencies; Present an outstanding professional demeanor while on the job and in the community; Speak and write clearly and professionally in English and effectively present information and respond to questions from groups of managers, community members and regulatory agency, community groups, families, staff and the general public; Maintain records, prepare reports, and analyze data; Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; Establish and maintain cooperative working relationships; Communicate effectively with staff, managers, clients/participants, and diverse clientele outside of the department and organization; and skillfully establish and maintain effective working relationships with all levels of management, employees, and others encountered in the course of work. The ideal candidate is well organized and is able to plan, prepare, and execute accordingly; has excellent verbal and written communication skills; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- Possession of a valid license or credential as a Licensed Vocational Nurse, Registered Nurse, or Public Health Nurse issued by the State of California is required; **AND**
- Minimum of five years of increasingly responsible and related work experience in health, providing and/or coordinating health services, preferably dealing with the health issues of young children, pregnant women and their families; **AND**
- Minimum of two years supervisory experience.

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

- Provides clinical consultation for children with special medical needs and develops Individualized Health Plans;
- Supervises the work of designated staff;
- Serves as a team member on a multidisciplinary team;
- Organizes and staffs the Health Services Advisory Committee;
- Develops standard operating policies and procedures for the health program;
- Develops training in health issues of young children, preventive health methods, and availability of community services;
- Conducts training workshops for program staff and parents;
- Ensures the implementation of regulations regarding health examinations and screenings;
- Provides assistance with follow-up for identified health issues;
- Ensures proper maintenance of health records;
- Coordinates health programs with community providers;
- Monitors grantee-operated programs, subcontractors and delegate agencies for compliance with health standards;
- Conducts data analysis and develops data-based program recommendations;



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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. The included 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 official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. 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.*

### **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.**