



# 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

### TEACHER/ FAMILY SUPPORT SPECIALIST

**DATE POSTED:** September 14, 2015

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

**Position no. / Range:** 9964 / 43.0  
**Starting Pay/ Range:** \$14.91- \$16.45 per hour  
**Hours of Work:** 8:00 am- 5:00 pm  
**Location:** Area 4 Administrative Offices  
841 S. 41<sup>st</sup> St.; SD, CA 92113

**Union Status:** Union  
**Status/ Hours:** Full Time/ Non- Exempt  
**No. of Weeks:** 45  
**Dept. /Program:** Head Start

#### Basic Job Assignment:

Under the direction of a Family Service Supervisor, performs a wide variety of paraprofessional and professional-level duties in support of the Head Start Program by establishing and maintaining positive relationships with children's families to encourage participation in and ensure their awareness and use of the program's diverse activities; serves as an advocate for program children and their families. Adheres to the core values of the Agency; NAEYC Code of Conduct for Early Childhood Practitioners and Professional Practice; Head Start Performance Standards; and required Head Start Competencies.

#### Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid understanding of local, state and federal regulations relative to Head Start / child care operations; modern theories, methods and practices of early childhood education and child development; modern theories, methods and practices of social services, emotional and/or physical health needs of low-income children with culturally diverse backgrounds; Head Start Program Performance Standards and goals, objectives; has high regard for and ability to communicate using tact, objectivity, and confidentiality; can communicate effectively with children, staff, managers, and volunteers; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand / carry out oral and written instructions; ability to effectively instruct and train individuals in a group setting and one-on-one; proficient computer skills; the ability to interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

#### Qualifications:

- Minimum of an Associate's Degree in Child Development/Social Work or related field; **OR**
- 'Basic Family Services Assistant Credential/Certificate' awarded by an accredited college; **AND**
- One year of progressively responsible experience providing direct services to low income children and families of diverse cultural backgrounds; **OR**
- An equivalent combination of education, training and experience;
- Must possess at least six (6) units of CD/ECE.
- Current certification in pediatric first Aid and CPR or the ability to obtain within 90 days of hire;



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### **Qualifications (Continued):**

- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical).
- A valid California driver license.

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

- Plans, coordinates and participates in the recruitment of eligible children into the Head Start program;
- Acts as community liaison and promotes community relations; participates in parent recruitment activities;
- Conducts home visits, participate in parent teacher conference to share outcomes of screenings, assessments and any identified need to refer families to the appropriate Head Start staff and/or outside agencies;
- Makes transportation arrangements for parents to attend Head Start parent meetings and program activities;
- Develop Individual Family Partnership Agreements and assists families in the preparation of Family Plans through interview to identify needs and referrals;
- Screen and assess each child using appropriate screening/assessment tools;
- Participate in all job related trainings and professional development;
- Participates in the preparation of assigned center's Program Information Report; Coordinates and attends Center Committee and Staff meetings;
- Assists and participates in the conduct of medical and dental examination appointments that may include transportation arrangements, referrals and follow-ups;
- Acts as liaison with local community organizations to provide resources to children and their families; ensures center compliance with health, social services and parent engagement requirements of the Head Start Program's Performance Standards;



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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 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.

### **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.**