# 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

**BLACK INFANT HEALTH (BIH)**
**CHILD CARE WORKER (ON-CALL)**

**POSTING DATE:** September 21, 2015          **POSTING DEADLINE:**          OPEN UNTIL FILLED

| | | | |
|---|---|---|---|
| **Position no. / Range:** | 4047**/** 38.0 | **Union Status:** | Non- Union |
| **Starting Pay:** | $11.04- $12.19 p. hr. | **No. of Weeks:** | 52 |
| **Hours of Work:** | Hours will vary | **Status/ Hours:** | On- Call / Non- Exempt |
| **Location:** | 286 Euclid Ave., Ste. 308, San Diego, CA 92114 | **Dept. Program:** | Black Infant Health (BIH) |

**Basic Job Assignment:**

Under the supervision of the BIH Program Director, provides on-site supervision to children ages 18 months to 12 years while parents attend prenatal, postpartum and/or other BIH related group activities.

**Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses an adequate understanding of appropriate child development theories and practices; The ideal candidate will also have the ability to communicate effectively with staff, participants, and individuals of varying levels; establish and maintain effective working relationships with employees, parents, and others encountered in the course of work; create and maintain a safe learning environment for children and others; be sensitive to the needs of small children and culturally and ethnically diverse groups; Communicate effectively orally and in writing; Operate standard office equipment. In addition, the candidate should be approachable and a team player, and has demonstrated experience working and effectively communicating with culturally and ethnically diverse, low income or no income clients and unique populations.

**Qualifications:**

- High school diploma or equivalent required;          ***AND***
- A minimum of six (6) units of Child Development or Early Childhood Education (with a grade of 'C' or better) from an accredited college /university          ***OR***
- A minimum of four (4) of ROP Training in a Child Development Program;          ***PLUS***
- At least one (1) year of experience working as child care aide, teacher aide or higher position;
- Current Certification in pediatric first aid and CPR or the ability to obtain 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).

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**Example of Major Functions:**

- Sets up child care room prior to arrival of children;
- Assists in developing and maintaining a safe environment for the children;
- Ensures that children engage in age-appropriate activities/play (including watching of movies or videos);
- Provides emotional and physical support as appropriate to children and encourages high self-esteem;
- Escorts children who are toilet trained to restroom and may change diapers for other children as needed;
- Supervises snack-time (food to be provided by BIH program or child's parent);
- Cleans up child care room at the conclusion of child care assignment;

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**APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at 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.**

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.**