



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

GROUP FACILITATOR/ FAMILY HEALTH ADVOCATE

DATE POSTED: April 22, 2016

APPLICATION DEADLINE:

OPEN UNTIL FILLED

Position no. / Range: 4029/ 47.50

Union Status: Non-Union

Starting Pay Range: \$17.65- \$19.48 per hr.

Status/ Hours: Full-time/ Non- Exempt

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

No. of Weeks: 52

Location: 286 Euclid Ave., Ste. 308, San Diego, CA 92114

Dept. /Program: Black Infant Health

Basic Job Assignment:

The Group Facilitator of the Black Infant Health Program is responsible for the management, co-facilitation, and organization of the prenatal and postpartum group intervention.

Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid knowledge and understanding of: Basic administrative skills including scheduling, documentation, report writing, computer skills, and MS Office skills; Women's health, including prenatal and postpartum health, life course perspective, infant behavior and development; Health education, including breastfeeding, nutrition, and physical activity; Local and community services; HIPPA requirements and issues of client confidentiality; Basic counseling skills, such as reflecting, active listening, and paraphrasing; Local and community services and familiarity with particular communities in which services will be provided; Understanding and respect of the values and beliefs of African American women and the African American community; the ability to Maintain good interpersonal interactions with clients and coworkers as a member of multi-disciplinary community health team with a diverse multi-cultural population; Maintain exceptional organizational skills, attention to detail, time management skills, and strong motivation to meet deadlines and achieve goals; Communicate effectively orally and in writing; Sensitivity to and understanding of the unique challenges of potentially high risk pregnant and/ or parenting African American women; Demonstrate professional and positive role modeling; Exercise appropriate judgment and discretion in answering questions, releasing information, and maintain confidential information; Maintain composure in situations which require a high degree of sensitivity, tact and diplomacy; Strong analytical and problem solving skills; Demonstrates cultural competency and ability to operate in a culturally affirming manner; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

Qualifications:

- One (1) year of experience in a community based or health care setting providing direct services to women and African Americans required;
- Ability and means to travel as needed in a timely manner within San Diego County, to locations that may have limited access to public transportation, proof of liability and property damage insurance on transportation used is required;
- Licensed driver for a minimum of three (3) years with no more than two (2) violations and accidents within the last three (3) years; no vehicle related suspensions/ reinstatements, DUI's, reckless or felony driving within the last seven (7) years;
- Bachelor's degree in Social Work, Public Health; Health Education, or Social Science or health related field required;
- Must attend CDPH/ MCAH sponsored group facilitation training prior to facilitating groups;
- Current CPR certification is required;



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Examples of Essential Functions:

- Completes all required documentation accurately, in a timely manner, and thoroughly in accordance with department standards; in addition, documentation compiles with all program/ grant requirements ;
- Follows and maintains the fidelity of the State Black Infant Health Program;
- Fully embraces and supports the BIH governing Concepts of cultural competence, client- centered, strength- based, and utilization of cognitive building approaches;
- Group preparation: A) Sets up room for group B) Has handouts and activities prepared in advance C) Is prepared to facilitate healthy exchange of information, dialogue, etc. D) Ensures that healthy snack/ food is provided E) Starts and ends group on time;
- May facilitate or co-facilitate other groups and/ or trainings as needed (i.e. SNAP_ED, breastfeeding, etc.);
- May maintain a client caseload as needed/ appropriate;
- May participate in recruitment and engagement efforts for the BIH program;
- Use of curriculum: A) Group materials are available and distributed B) Conducts group check-in that supports the previous week and prepares for current week's activities C) Ensures the intent of each activity is met as defined by the curriculum D) Reminds participants of next session at end of group ;
- Performs other duties as assigned;
- Working with a co-facilitator: A) Demonstrates respectful interaction with co-facilitator B) Provides support to co-facilitator;
- Supports administrative/ clerical functions of the BIH program in conjunction with other program staff;



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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.