



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 SPECIALIST (PROJECT IN-REACH)

DATE POSTED: September 27, 2016

APPLICATION DEADLINE: Open Until Filled

Position no./ Range: 4064/ 50.00

Starting Pay/ Range: \$21.00- \$23.00p. hr.

Hours of Work: Monday- Friday/ 8:00a- 5:00p

Location: 286 Euclid Ave. Ste. 207, SD, CA 92114

Union Status: Non- Union

Status/ Hours: FT / Exempt

No. of Weeks: 52

Dept./ Program: Project In- Reach

Basic Job Assignment:

Under the supervision of the Project In-Reach Program Director, the Program Specialist performs specialized duties to lead, support and assist program operations and staff to identify, develop and implement strategies to meet program needs; may be assigned to serve in a leadership role for a diverse team of professionals; and performs related work as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Office administrative and management practices and procedures; Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation; Standard word processing, spreadsheet, graphics and other software packages; Budgeting, recordkeeping, filing and purchasing practices and procedures. The ideal candidate will have the ability to Maintain detailed client documentation; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people with mental illnesses; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Establish and maintain effective working relationships with clients, correctional staff, other professional staff and the public; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment; Understand, interpret, explain and apply local, state and federal law and regulations governing mental health programs and correctional facilities; Communicate clearly and concisely, both orally and in writing; and Successfully perform duties in a field-based setting. Demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations is required.

Qualifications:

- Bachelor's Degree in human services or a related field from an accredited university **required**;
- A minimum of two (2) years of increasingly responsible experience providing direct services to low income individuals and families of diverse cultural backgrounds in a substance use/mental health setting.
- A minimum of five plus years' experience with computer literacy/knowledge highly desirable.
- A valid California driver's license with current, valid California automobile insurance;
- CPR/First Aid Certified;
- TB test required upon hire and must be maintained every three years.
- Bilingual (English/ Spanish) highly desirable.



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

Example of Major Functions:

- Supports and assists various programs to identify, develop and implement strategies to meet the need of Project In-Reach, which may include strategic planning, program operations, training, program evaluation, and other duties in order to meet contractual obligations;
- Participates as a member of a multidisciplinary team of social service staff engaged in identifying, assessing, planning and implementing services for severely mentally ill clients at different detention facilities;
- Supports the Program Director in the monitoring and tracking of clients housing services;
- Collaborates with other service team members on client concerns;
- Requests assistance and guidance from management and professional staff when necessary to address client issues and problems; establishes and maintains contact with community resources to ensure continuity of care;
- Occasionally transports clients to their needed linkage resource(s);
- Establishes and maintains good and trusting relationships with community partners;
- Leads special projects as assigned by Senior Director of Social Services related to program management, program evaluation, strategic planning, and others as assigned;
- Completes intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews; enters necessary data and information;
- Provides information, presentations and outreach to the community as needed;
- Upholds all Program Safety Policies/ Procedures and ensure that clients, staff and program facility are safe at all times;



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

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 applicable supplemental application questions and/ or certifications 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.

- ***Please submit a DMV H-6 printout with your application.***

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 employees 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.

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.



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

**Please note that offers of employment are only valid if they are made by the Human Resources
Department**