



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

INSTRUCTIONAL SUPPORT AIDE

DATE POSTED: February 6, 2017 **APPLICATION DEADLINE:** OPEN UNTIL FILLED

Position no. / Range:	4082/ 41.50	Union Status:	Non- Union
Starting Pay/ Range:	\$13.00 p. hr.	Status/ Hours:	PT / Non- Exempt
Hours of Work:	Mon- Thurs: 3:00 p.m. - 6:00 p.m. <i>Not to exceed 20 hours per week.</i>	No. of Positions/ Weeks:	1/48
Location:	Homework Center: 841 S. 41 st St., SD, CA 92114 HUD Housing (Eden Properties): 1790 Del Sur Boulevard, San Ysidro, CA 92173	Dept. / Program:	Homework Center/ HUD Housing

**** Please note this position is split between the Homework Center and the HUD Housing Counseling Programs and will operate out of two separate locations. Travel will be required. ****

Basic Job Assignment:

Under general supervision of the General Manager of Social Service Programs, the Instructional Support Aide is responsible for providing homework tutoring to Elementary through High school students and assisting the HUD Housing Manager with financial coaching/literacy, and homeownership services to adults in both group and one-on-one settings as needed. This position will provide services in multiple locations.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of appropriate youth and adult learning theories and practices; Correct English usage, including spelling, grammar and punctuation; Computer equipment and advanced uses of word processing, spreadsheet, Internet database and other software; Financial services, debt management, banking, credit and money management; Process to homeownership; mortgage loans, interest rates, and home maintenance. The ideal candidate will also have the ability to Work as a team player; Be flexible and self-directed; Communicate and work effectively with students, parents and school personnel; Implement effective tutoring plans; Maintain a safe learning environment for youth and others; Operate a computer terminal and/or computer using word processing, spreadsheet, internet and database and other standard business software; Communicate clearly and effectively orally and in writing; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Present information in group and one- on- one settings; Understand and follow written and oral instructions; Be sensitive to diverse cultures and populations; Maintain sensitive and confidential information; Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals; and establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Graduation from high school or successful completion of a GED program; ***AND***
- A minimum of one year experience providing tutoring/ homework assistance;
- Experience with assisting financial counselors highly desired.
- Some college level coursework highly desired;

Example of Major Functions:

- Act as a liaison between Homework Center Coordinator and students seeking help with their homework;
- Collaborate with volunteers to carry out the goals of the program;
- Aid and motivate students to use their resources to do their homework;
- Encourage a productive atmosphere for learning;
- Assist with organizing and maintaining homework center materials and supplies (publicity flyers, etc.) and help to create a neat, welcoming atmosphere;
- Assist in the program evaluation process;
- Help individual students with their specific homework assignments and assist individual students in overcoming their barriers to learning;
- Assist in developing a collection of resources and supplementary learning materials (including a list of useful Internet websites);
- Talk and listen to students regarding homework and school, modeling a positive attitude toward learning;
- Maintain positive relationships and open communication with students' parents and teachers regarding their students' progress;
- Oversee students, handling behavior issues and ensuring that students are safe when they are in the computer setting;
- Assist in providing financial literacy and financial coaching services on topics including, but not limited to: education on credit cards, debt, establishing bank accounts, managing bank accounts, credit scores and reports, budgeting, setting financial goals, and savings;
- Assist in collaborating with local financial entities and service providers to enhance the diversity and quality of the financial educational sessions;
- Assist in providing homeownership counseling on topics including, but not limited to: understanding the benefits of renting versus buying; first time home buyer's education, training, and coaching; existing Down Payment Assistance programs for first-time homebuyers; mortgage loans and interest rates; the process of purchasing a home; and how to maintain your home;
- Performs other related tasks as assigned by supervisor.



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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 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.

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.

***Medical and dental benefits are provided to regular employees who work a minimum of 30 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