



# 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

### DIRECTOR- HEAD START FAMILY SUPPORT SERVICES

**DATE POSTED:** June 26, 2017

**APPLICATION DEADLINE:** July 7, 2017

**Position no. / Range:** 4101/ 62.50  
**Starting Pay:** \$38.48 -\$42.47 per hour  
**Hours of Work:** 8:00 am- 5:00 pm  
**Location:** 5660 Copley Dr., SD, CA 92111

**Union Status:** Non- Union  
**No. of Positions:** 1  
**Status/ Hours:** FT / Exempt  
**Dept. Program:** Fiscal

#### **Basic Job Assignment:**

Under the direction of the Associate Vice President, the Director- Head Start Family Support Services will develop a collaborative Case Coordination system to facilitate screening, referral, treatment, and follow up for Early Head Start/Head Start children and families. The Director Family Support Services will directly supervise Family Services staff and the case coordination process to ensure compliance with local, state, and federal guidelines.

#### **Distinguishing Characteristics:**

This is a specialized classification for positions assigned to the oversight and supervision of child and family support services and continuous quality improvement of family outcomes through case coordination and evaluation of FCP services provided by Early Head Start/Head Start programs in the area served by Neighborhood House Association. Responsibilities include implementation of case coordination with fidelity, reflective supervision, program development, training, monitoring, and evaluation.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of principles of reflective and practice of supervision; Early Head Start/Head Start Program Performance Standards; Infant-Family Early Childhood Mental Health (IF-ECMH); theories and practices related to provision of family services; challenges and needs of low-income, under-represented children and families; Principles of adult learning; and data analysis and evaluation techniques. The ideal candidate will also have the ability to plan and administer the required program services for children and families; collaborate effectively with program administrators, program staff, community partners and stakeholders; engage in ongoing assessment of the quality of services provided; cooperate successfully as a member of a team; provide staff training and development, including on-site consultation, coaching, and mentoring; provide administrative and reflective supervision; speak and write with clarity; maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; guide the planning and implementation of a comprehensive Family Support and Community Partnership; communicate with persons of varied background and cultures and languages; and adhere to the core values of the Agency and NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, Performance Standards, required Head Start Competencies, National Association of Social Workers Code of Ethics or other professional codes. The ideal candidate will also have experience working in a culturally and ethnically diverse environment demonstrating cultural competence, awareness, and sensitivity.



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### **Qualifications:**

- Master's degree in Social Work or related field from an accredited school required;
- Five (5) years of increasingly responsible and related experience and training in social services, human services or family services or an equivalent combination of training and experience;
- At least three (3) years of supervision experience required, including training / experience in reflective supervision;
- Experience operating a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment;
- Mental Health license (LCSW, LMFT, LPC, Psy) is strongly preferred;
- Additional training or Certificate and Endorsement in IF-ECMH a plus;
- A valid Class C California driver's license and current California automobile insurance is required;
- A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical, and immunizations);
- Current CPR certification;
- Experience working with low income and underrepresented communities is highly desirable;

### **Example of Major Functions:**

- Plans, organizes, coordinates and supervises the work of designated staff;
- Provides reflective supervision to designated staff;
- Ensures the proper implementation of family support services, including Case Coordination, for Early Head Start/Head Start programs within the area served by the Neighborhood House Association;
- Identifies strategies, including development of Professional Learning Communities, to ensure that family support services are provided by skilled, professional staff;
- Collaborates directly with Management Analysts and Content Coordinators to conduct on-going monitoring and evaluation of family support services across all programs;
- Actively participates in Area Director and Content Coordinator meetings;
- Conducts training and professional development activities for program staff;
- Serves as a Field Instructor for interns;
- Performs other duties as assigned, including special assignments as determined by the Associate Vice President of Education, Instruction and Operations.
- Provides on-site consultation to Early Head Start/Head Start program staff to provide training and technical assistance to NHA Early Head Start and Head Start Program staff;
- Participates in the development of standard operating policies and procedures;
- Monitors and evaluates family support and community partnership services provided across grantee;
- Supports effective collection of data related to Program Goals and Objectives;
- Engages in activities to support continuous quality improvement;
- Other duties as assigned;



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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). 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 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.*

### **ABOUT NHA**

The Neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits:

- Vacation & Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan (w/ 6% company match);
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Tuition Reimbursement;
- Social Security;

*\*Medical and dental benefits are provided to regular employees who are regularly scheduled to work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve a six (6) month 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.**



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