



# 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 AIDE** (*Regular Part Time & On- Call*)

**APPLICATION DEADLINE: CONTINUOUS POSTING**

Continuous postings accept applications on an ongoing basis. There may or may not be current vacancies at the time of application. Applications are used to build an eligibility list of approved candidates. Approved applications remain on file for one year.

**Position no. / Range:** 0102/ 38.51

**Starting Pay Range:** \$11.50 per hr.

**Hours of Work:** Shift may vary

**Location:** 851 South 35th Street, SD, CA 92113

**Union Status:** Non-Union

**Status/ Hours:** Part Time/ Non- Exempt

**No. of Weeks:** 52

**Dept. / Program:** Adult Day Health Care

### **Basic Job Assignment:**

Under supervision of Program Director – ADHC, assists in providing Activities of Daily Living (ADL) care, including eating, bathing, dressing, toileting, and transferring, and assistance in assigned program activities.

### **Employment Requirements:**

The ideal candidate is a self-motivated, team player who possesses a solid understanding of client care. The ideal candidate must have the ability to communicate using tact, objectivity, and confidentiality; demonstrate enthusiasm and motivate clients; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand/ carry out oral and written instructions; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

### **Qualifications:**

- High school diploma or GED equivalent;
- A valid California drivers' license;
- CPR and First Aid Certification;
- TB Test required upon hire and must be maintained every three (3) years;
- Bilingual (English/ Spanish) *preferred*;

### **Examples of Essential Functions:**

- Provides support and assistance to participants with eating, toileting, and transferring;
- Assists clients in use of exercise equipment as needed;
- Works with clients to help them improve their motor skills in arts and crafts programs;
- Prepare and serve am/pm snack and lunch;
- Provides general program support;
- Provides back-up maintenance and custodial support;



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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;            | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays;      | • Medical;              | • Supplemental Life &          |
| • Two (2) personal days; | • Dental;               | Voluntary Products;            |
| • Four (4) days annual   | • Flexible Spending     | • Social Security;             |
| bereavement leave;       | Account (FSA);          |                                |

*\*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**