



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

SENIOR PROGRAM SPECIALIST – FAMILY & COMMUNITY PARTNERSHIPS (FCP)

DATE POSTED: May 18, 2018

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position no./Range: 0237/52.00

Union Status: Non-Union

Starting Pay: \$23.55 - \$26.00 p. hr.

Status/ Hours: FT/ Exempt

Hours of Work: 8:00 AM- 5:00 PM

No. of Weeks: 50

Location: 5660 Copley Dr. San Diego, CA 92111

Dept. / Program: Head Start/ EHS

Basic Job Assignment

Parent, Family and Community Engagement (PFCE) in Head Start/Early Head Start is about building relationships with families and our community partners that support families' well-being. Under supervision of the Director of Family Support Services, **the Senior Program Specialist – FCP** trains, monitors, supports, and assists grantee-operated programs, subcontractors and delegate agencies' staff to implement the PFCE framework, the foundation to achieving positive family outcomes. The successful candidate will implement, in conjunction with Family Support Services, a comprehensive family-centered program to engage families to:

- Screen and identify their strengths, interests, and needs
- Develop Individualized Family Partnership Agreements (IFPA)
- Link with agency and community resources
- Monitor and support progress, modifying IFPA goals as needed

The **Senior Program Specialist – FCP** will develop grantee-wide systems to identify at-risk children and families, utilizing PROMIS and ACORN data, and will coordinate and collaborate with NHA staff as well as community partners (e.g. Child Welfare Services and the Family Justice Center) to ensure a comprehensive and streamlined system of referral, enrollment, engagement and on-going support.

The **Senior Program Specialist – FCP**, working in partnership with data evaluation, will utilize an evidence-informed research to practice model to promote, grantee-wide, continuous quality improvement in FCP processes, services and outcomes for children and their families. S/he will support site and area staff to collect, analyze, and utilize data for this purpose.

To meet the diverse needs of Head Start/Early Head Start families, the **Senior Program Specialist – FCP** will develop relationships with social service agencies and participate in community group committees/organizations, projects and informational fairs; will maintain an active presence in the community and identify and implement strategic and innovative community partnerships. S/he will effectively communicate training and local resource opportunities with site and area staff.

Employment Requirements:

The ideal candidate is a self-motivated, data-driven team player who possesses a solid knowledge and understanding of: Modern theories, methods and practices of strength-based family development work; Early Childhood Education;



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Child Health and Development for children 0-5 years of age including social services, emotional and/or physical health, and learning and/or physical disabilities; Implementing, coordinating, researching, and analyzing data related to family engagement outcomes; Continuous quality improvement processes; federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Challenges and needs of low-income families; and community socioeconomics and sociocultural populations of service areas, principles and practices of training, technical assistance, and staff development.

The ideal candidate will have the ability to establish and maintain effective working relationships with internal and external clients; Organize, set priorities and exercise sound, independent judgment; interpret, apply, and reach sound decisions in accordance with program regulations, policies and procedures; Instruct and train individuals in a group setting or one-on-one; Prepare clear, concise and accurate reports; Exercise tact, objectivity, and sensitivity in interactions with children, families and staff; Present an outstanding professional demeanor while on the job and in the community; Speak and write clearly and professionally in English; Establish and maintain cooperative working relationships, and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

Qualifications:

- Bachelor degree from an accredited college or university Social Work, Psychology, Social Services or a closely related human services field; masters preferred;
- Minimum of two (2) years of increasingly responsible experience providing direct services to low income children and families of diverse cultural background;
- Minimum of two (2) years of increasingly responsible and related work experience in implementing, coordinating, researching, and analyzing family assessment procedures related to family engagement outcomes: family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community, and families as advocates and leaders;
- Demonstrated ability to evaluate compliance, tracking whether identified family needs and goals are met, and providing training and technical assistance to adjust strategies on an on-going basis (continuous quality improvement processes);
- Ability to establish on-going collaborative relationships and partnerships with community organizations, and engage in leveraging these partnerships to develop creative initiatives to meet identified needs of families;
- Minimum of two years' supervisory experience; can substitute research experience;
- Endorsement, or in the process of obtaining endorsement by IFECMH Practitioner by CA Center for Infant-Family and Early Childhood Mental Health (preferred);
- Demonstrated ability to provide training and technical assistance, communicate clearly and concisely, both orally and with written reports and other communications;
- Ability to complete assignments with attention to detail and high degree of accuracy. Strong interpersonal skills including tact, diplomacy, and flexibility to work effectively with others.
- Certification in Pediatric First Aid and CPR must be met within 90 days of employment;



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- Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (fingerprints, TB, physical).

Example of Major Functions:

- Serve as a liaison between the Head Start 0-5 program and other community programs providing services to low-income families; promotes community relations; develop partnerships with community agencies to assure resources are available and accessible to Head Start families.
- Maintain current resources; continually update established electronic resource file; plan, organize and coordinate annual resource fair; and communicate current resource opportunities and information to site and area staff.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; plan and implement adjustments as necessary.
- Engage in ongoing monitoring, to help ensure that each enrolled family receives the support and services required by Performance Standards; that family strengths, interests and needs are assessed, that all identified concerns receive appropriate follow-up to resolution, and that individualized family goal agreements are set and supported via follow-up.
- Provide training and technical assistance to site and area staff, as needed and in response to identified needs.
- Design and conduct relevant research; arrange for the collection of data as needed to ensure compliance with pertinent Head Start/Early Head Start legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.
- Undertake and participate in research; analyze and convey data for evaluative planning and continuous quality improvement to services.
- Meet regularly with the Director of Family Support Services, Coordinators, and Family Support Services Supervisors; meet with other staff and consultants as needed.
- Provide site support and consultation for children with mental health, disabilities, health/dental and nutritional needs; provide assistance with follow-up for identified needs; help ensure proper maintenance of child file and PROMIS records.
- Serve as a team member on a multidisciplinary team of paraprofessionals and professionals engaged in identifying, assessing, planning and implementing interventions and support plans for families and children.
- Develop standard operating policies and procedures for the Family Community Partnerships' content.
- Conduct training workshops for program staff and parents.
- Monitor grantee-operated programs, subcontractors and delegate agencies for compliance with Head Start Performance Standards.
- Plan, organize, and supervise the work of student interns.



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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. The included 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 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:

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 32 hours per week.*

**Potential for supervised clinical hours to count towards licensure.*

INTRODUCTORY PERIOD:

All regular appointees serve a 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.