



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

PERINATAL HOME VISITOR (HEAD START & EARLY HEAD START)

APPLICATION DEADLINE: CONTINUOUS POSTING

Continuous posting 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: 1276/ 47.50

Union Status: Union

Starting Pay/ Range: \$17.95-\$20.82

Status/ Hours: FT / Non-Exempt

Hours of Work: 8:00am- 5:00pm

Location: 286 Euclid Ave. Ste. 308, SD, CA 92114

Dept. / Program: EHS Home Based

Perinatal II	AA Degree	Position # 1278 – Salary Range: 46.00
Perinatal III	BA or MA Degree	Position # 1279 – Salary Range: 47.50

Basic Job Assignment:

Under the general supervision of the Head Start/Early Head Start Home-Based Supervisor, provides comprehensive, individualized educational, social and health services to children and their families and provides a planned program of activities which enhance the parent's ability to serve as the primary educator in their child's development.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of local, state and federal regulations relative to Head Start/child care operations; Head Start Program Performance Standards; Working knowledge of adult learning concepts and child development theories/strategies and community resources; Knowledge of community and medical resources within the general San Diego community; Record keeping and filing practices and procedures; Common office equipment such as personal computers, fax machines and adding machines. The ideal candidate will have the ability to prepare clear, concise and accurate reports, correspondence and other written materials; Organize and maintain specialized documentation; Ability to problem-solve and make decisions, develop and implement program plans; flexibility in adapting to changing job demands; Ability to demonstrate sensitivity to diverse client populations and work easily and effectively with parents from diverse ethnic and socioeconomic backgrounds.

Qualifications:

- Bachelor's degree in Maternal and Child Health, Human Development, or Child and Family Development; or similar
- A minimum of one year of experience working with pregnant women, new mothers, and infants;
- A minimum of one year of experience in a program that emphasizes the parent's role in the child's development;



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- Experience working with low-income families and working with persons of varied experiences and ethnic backgrounds;
 - An Associate degree in any of the above or a related field
- AND**
- Three (3) years of experience working with pregnant women, new mothers, and infants may be substituted for the Bachelor's degree.
 - Minimum of 3 units Infant/Toddler
 - Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical,) as well as provide proof of immunity to Measles and Pertussis, and must obtain an Influenza Vaccination, or provide a medical exemption upon hire;

Example of Major Functions:

- Oversees and manages the services provided to pregnant women and new mothers in all disciplines (health, social services, mental health, nutrition);
- Acts as a liaison between pregnant women and new mothers enrolled in the program and health agencies in the communities served by Early Head Start;
- Recruits and enrolls pregnant women and new mothers into the program;
- Maintains enrollment numbers at 100% of enrollment; coordinates health and pregnancy related trainings and seminars for pregnant women and new mothers;
- Works closely with the entire family to ensure that the newborn child enters a safe and nurturing home;
- Oversees the development of home visit plans and implementation practices, as well as coordinates socialization activities in accordance with the performance standards;
- Conducts weekly home visits with home-bound Head Start pregnant women, and all new mothers until the infant is eight weeks; Bi-weekly
- Facilitates the transition process from the prenatal and post-partum program into the home based or center-based Early Head Start program;
- Reports to the associate vice president on a weekly basis; attends all program staff meetings;
- Performs other related duties as assigned

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



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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

SUPPLEMENTAL QUESTIONNAIRE HOME VISITOR

IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Home Visitor** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please answer each question fully.

The most suitable candidates will be invited to participate in other examination segments of the selection process.

Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed.

Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**



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RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE.

1. Please describe strategies you would use to recruit expectant participants to ensure 100% enrollment in your caseload.
2. Explain which topics you would discuss with an expectant participant that you would find important for her to know.
3. What approach would you use if a participant engages in cultural practices that may be considered unhealthy in research-based practice in the field of maternal health?

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

NAME: _____

SIGNATURE: _____

DATE: _____