



# 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

### HOME VISITOR III (HEAD START & EARLY HEAD START)

**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 eligibility list of approved candidates. Approved applications remain on file for one year.*

**Position no. / Range:** 1276/ 47.50

**Starting Pay/ Range:** \$19.83-\$21.89

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

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

**Union Status:** Union

**Status/ Hours:** FT / Non-Exempt

**Dept. / Program:** HS-EHS/ Home Based

#### **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 on early childhood education program; social services practices and procedures; Correct English usage, including spelling, grammar and punctuation; NHA organization, rules, policies, and procedures; and record keeping and filing. The ideal candidate will also have the ability to operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Communicate clearly and effectively orally and in writing; Prepare clear, accurate and concise records and reports; Maintain sensitive and confidential information; Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; and Establish and maintain highly effective working relationships with clients, 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.

#### **Qualifications:**

- Bachelor degree in Early Child Development or related field(\*related field must obtain twelve-fifteen units in Early Child Development);
- A minimum of one (1) year of experience in a program that emphasizes the parent's role in the child's development;
- Experience working with low-income families and persons of varied experiences and ethnic backgrounds required;
- Teacher's Permit strongly preferred;
- Valid Driver's License required;
- **For Early Head Start-** (A minimum of at least three (3) units of demonstrated coursework in Infants and Toddler).



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- 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:**

- Assists in the design and delivery of early childhood education program;
- Collaborates with parents in providing individualized education program for children in home-based option;
- Ensures that the curriculum meets the children's unique needs;
- Provides for parent education and involvement in planning and decision-making regarding the education of the child;
- Connects children and families with community-based resources that meet their unique needs;
- Maintains student data and prepare reports;
- Administers developmentally appropriate assessments for each child;
- Provides training for parents to assist them in developing the knowledge and skills necessary to become the primary teacher of their own children and to become self-sufficient;
- Screens family applications for income qualifications and eligibility requirements;
- Facilitates parent involvement;
- Coordinates socializations to provide enrichment for children, socialization calendar, Family Lesson Plan, Prepare meals;
- Assists parents in ensuring that a safe, orderly learning environment is maintained in the home;
- Assists families in developing knowledge and skills in health and nutrition;
- Recruitment families for home-based program;
- Conducts weekly home visits to assigned families;
- Recruits families for the Head Start Program as required by Performance Standards;
- Assists in mainstreaming children with special needs.



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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). 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](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.

### **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**



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### 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.**

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

1. Please describe strategies you have used to involve parents in the education of their children.
2. Please discuss the tactics you have previously used and/or are currently using to provide an individualized education program for children in a home-based option.
3. What approach have you used to manage children with special educational needs?
4. Tell us about a time when a child or young person behaved in a way that caused you concern. How did you deal with that situation and who else did you involve?
5. Please describe three (3) lesson plans you have developed (include the purpose of the lesson plan; when, how and where they were implemented).

#### 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: \_\_\_\_\_



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