



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

## JOB ANNOUNCEMENT

### CHILD CARE WORKER ON-CALL (BIH)

**DATE POSTED:** August 17, 2018      **APPLICATION DEADLINE:** Open Until Filled

**Position no./ Range:** 4047/ 39.00

**Union Status:** Non- Union

**Starting Pay/ Range:** \$11.60 - \$12.80 p. hr.

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

**Hours of Operation:** Monday- Friday / 11:30am - 3:30pm

**No. of Positions:** 1

*This is an On-Call / as needed position so actual days and hours will vary. This position does require the ability to work on some Saturdays and will generally work 2.5 to 3.5 hours per shift.*

**Location:** 286 Euclid Ave. Ste. 307, SD, CA 92114

**Dept. / Program:** Black Infant Health

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

Under the supervision of the Program Director - BIH, provides on-site supervision to children ages 18 months to 12 years while parents attend prenatal, postpartum, and/or other BIH related group activities.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of appropriate child development theories and practices. The ideal candidate will also have the ability to create and maintain a safe learning environment for children, and work effectively with children, parents, and program staff. The incumbent must have effective oral and written communication skills, are sensitive to the needs of small children, and have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Graduation from high school or successful completion of a GED program;      **AND**
- Completion of six (6) units of Early Childhood Education or Child Development (with a grade of "C" or better) from an accredited college/university; **or** 4 months of ROP Training in a Child Development Program.
- A minimum of one (1) year of experience working with children as child care aide, teacher aide or higher, or related position.

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

- Sets up child care room prior to arrival of children;
- Assists in developing and maintaining a safe environment for the children;
- Ensures that children engage in age-appropriate activities/play (including watching of movies or videos);
- Provides emotional and physical support as appropriate to children and encourages high self-esteem;
- Escorts children who are toilet trained to restroom and may change diapers for other children as needed;
- Supervises snack-time (food to be provided by BIH program or child's parent);
- Cleans up child care room at the conclusion of child care assignment.



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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;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

*\*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**