



# 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

### SOCIAL SERVICE TECHNICIAN

#### **APPLICATION DEADLINE: CONTINUOUS POSTING**

*Continuous postings accept application 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:** 9512/ 40.50

**Starting Pay/ Range:** \$14.03-\$15.49 p. hr.

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

**Location:** 2820 Camino Del Rio South

**Union Status:** Union

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

**No. of Positions/ Weeks:** 1 / 45 weeks

**Dept. / Program:** Area 3/ Head Start

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

Under the direction of a Family Service Supervisor or designee, performs a wide variety of duties in support of the Head Start Program goals and objectives by establishing and maintaining positive relationships with children's families to encourage participation in and increase their awareness and use of supportive services; serves as an advocate for program children and their families; and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and experience in: Modern theories, methods and practices of assigned areas of responsibility and expertise, including early childhood education, social services, emotional and/or physical health, and learning and/or physical disabilities; Federal, state and local laws and regulations applicable to the California Department of Education program and the assigned areas of responsibility and expertise; Head Start Performance Standards; Goals, objectives, policies and procedures of the NHA Head Start Program; Recordkeeping and filing practices and procedures; Basic counseling theories and practices. The ideal candidate will also have the ability to: Organize and maintain documentation, set priorities and exercise sound independent judgment; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; Communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; Establish and maintain effective working relationships with clients, other professional staff and the public; Communicate effectively with people of various educational, socio-economic and cultural backgrounds; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment. In addition, the candidate should possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department, be a collaborative, clear thinker, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- Associate's Degree in Child Development, Early Child Development, Social Services or a closely related Human Services field required;
- A minimum of three (3) years of experience providing direct services to low-income children and families of diverse cultural backgrounds required;
- 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.

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

- Acts as a resource and provides and/or makes referrals for necessary services;
- Informs, educates and distributes information and literature to parents regarding health, social and other services that are available;
- Establishes and maintains supportive relationships with Head Start families; conducts family interviews to develop a Family Partnership Agreement;
- Makes family home visits to conduct interviews and assess family needs;
- Develops and implements family case management models in support of Head Start goals and objectives;
- Documents activities and performs various other administrative duties;
- Maintains complete and current files and records pertaining to activities;
- Prepares regular and special status reports;
- Monitors records and reports prepared by other staff;
- Works with center staff to promote parent involvement and advocacy;
- Participates in the preparation and attends parent advisory committee meetings;
- Assists with the obtainment of complete medical/health history records of enrolled children;
- Enters data of support services into an automated tracking system;
- Acts as liaison with local community organizations to provide resources to children and their families;
- Ensures center compliance with health, social services and parent involvement requirements of the Head Start Program's Performance Standards;
- Assist in the general operation of center;
- Other duties as assigned;



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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**