



# 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

### PROGRAM SPECIALIST-CDE

**DATE POSTED:** January 17, 2019

**APPLICATION DEADLINE:**

**Open Until Filled**

**Position #/Range:** 0011/50.01

**Union Status:** Non-Union

**Starting Pay Range:** \$22.11 - \$24.40 per hour

**Status/ Hours:** FT/Exempt

**Hours of Work:** Monday- Friday: 8:00 a.m. - 5:00 p.m.

**# of Weeks:** 52

**Location:** 2820 Camino Del Rio South, Suite 214 – San Diego, CA 92108 **Dept/Program:** CYFS/CDE

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

Under the direction of the Program Advisor EIO-CDE, the Program Specialist-CDE will perform specialized professional-level duties to support the selection and certification of age and income eligible families for the California Department of Education funded program. The Program Specialist may be assigned to serve in a leadership role for a diverse team of paraprofessionals and professionals and performs related work as assigned.

#### **Employment Requirements:**

The ideal candidate will have extensive knowledge of and experience in: Modern theories, principles and practices of supervision, including training and staff development; knowledgeable on Early Childhood Education, social services, emotional and/or physical health, and learning and/or physical disabilities; be familiar with Federal, state and local laws and regulations applicable to the California Department of Education program and Community Care Licensing Title 22; follow Title V; California Department of Education Code; goals, objectives, policies and procedures of the NHA Child Development program; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; standard word processing, spreadsheet, graphics, and other computer software; organize, set priorities and exercise sound independent judgment; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; instruct and train individuals in a group setting and one-on-one; 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, clients 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; possess 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; maintain highly sensitive and confidential information;



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### **Qualifications:**

- Bachelor's degree in Early Childhood Education, Child Development, or a closely related Human Services field, or Business/Public Administration; **AND**
- A minimum of six (6) months of experience providing direct educational and/or social services to low income children, children with disabilities, and families of diverse cultural backgrounds; **AND**
- Ability to proficiently read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English;
- Valid California Driver's License;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical, immunizations).

### **Examples of Essential Functions:**

- Participates as a member of a multidisciplinary team of paraprofessionals and professionals engaged in identifying, selecting, analyzing, completion of eligibility and need certification;
- Provides ongoing assistance, support and guidance to site and area staff in assigned area of expertise;
- Assists parents and families in problem solving;
- Serves as an advocate for parents and families within the agency and outside agencies;
- Tracks all eligibility and need in the NHA operated CDE Sites, monitors and follows up on their expiration dates.
- Uses PROMIS as a record keeping system;
- Acts as a resource and provides and/or makes referrals for necessary services;
- Implements and participate in case management meetings regarding eligibility, need, attendance, and follow-up activities;
- Collaborates with other team members and program staff on the status and needs of children and their families;
- Interprets provisions of California Department of Education Title V, Education Code, and Community Care Licensing regulations for staff, parents and the community; provides in-service and pre-service training;
- Documents child and family progress and performs various other administrative duties; acts as community liaison and promotes community relations;
- Recruits families for the Head Start Child Development program as required by Title V and California Department of Education Code and Head Start Performance Standards;
- Serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and Site Supervisors;
- May be assigned lead/supervisory responsibilities for a widely diverse team of technical and professional staff;
- All 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.

### **INTRODUCTORY PERIOD:**

All regular appointees serve six (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**