

# JOB ANNOUNCEMENT BULLETIN



**NEIGHBORHOOD HOUSE ASSOCIATION**  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## **ENROLLMENT SPECIALIST** **9337-0208-OC**

**SALARY:**            **Range: 44     \$14.4135 - \$15.9098 per Hour**

### **EMPLOYMENT OPPORTUNITY:**

There are two (2) full time positions available at the 41<sup>st</sup> Street location (Area 8).

### **FILING DEADLINE:**

**Applications are being accepted until Monday, March 17, 2008 at 4:30 p.m.** Applications and job announcements may be obtained at the following sites: 841 South 41<sup>st</sup> Street, San Diego, 92113; 5660 Copley Drive, San Diego, 92111; or you may refer to our website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

### **DUTIES:**

Recruits and enrolls families for the Head Start Program as required by the Head Start Performance Standards; documents and tracks recruitment and enrollment efforts; ensures full-enrollment in the Head Start program as well as a waiting list equal to 20% of full enrollment; conducts participant interviews.

### **MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** Associate's degree (AA) or equivalent from two-year college or technical school; and six months to one year of related experience and/or training; or three (3) years combination of education and experience.

**Knowledge of:** Community assessments; county demographics; and local, state and federal regulations respective to areas of responsibility including but not limited to enrollment and recruitment procedures for Head Start children and Performance Standards.

**Ability to:** Exercise sound, independent judgment within general policy guidelines; operate a computer, spreadsheet and database software applications and other standard office equipment; communicate clearly and concisely both orally and in writing with people of various educational, social-economic and cultural backgrounds.

## **LICENSES & CERTIFICATION:**

This position requires a valid California Driver's License. Certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment. Must meet and maintain federal, state and local licensing requirements regarding employment in a child care center (fingerprints, TB and physical).

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

---

The provisions of this job announcement do not constitute an express or implied contract.

---

### **SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

### **POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

### **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.

### **HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

### **INTRODUCTORY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

### **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.