

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

Family Services Specialist

(Open)

SALARY: Range: 42.5 \$13.5185 - \$14.9219 Per Hour

FILING DEADLINE:

Applications are being accepted on a continuous basis. Applications and job announcements may be obtained at the above address, 841 South 41st Street, San Diego, 92113, or you may refer to www.neighborhoodhouse.org.

DUTIES:

Plans, coordinates and participates in the recruitment of eligible children into the Head Start Program; distributes information and literature to parents regarding program services, establishes and maintains supportive relationships with Head Start families; conducts family interviews to identify needs and refers families to the appropriate Head Start staff and/or outside agencies; makes family home visits to conduct interviews and make family needs assessments; makes transportation arrangements; develops Family Partnership Agreements; develops and implements family case management models; documents activities and performs various other administrative duties; maintains complete and current files and records pertaining to activities; assists and participates in the conduct of medical and dental examination appointments; works closely with center staff to identify children's needs and to ensure delivery of appropriate services; acts as liaison with local community organizations; serves as an advocate for the program's children and their families.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Graduation from a two-year college with an Associate's Degree in Child Development/social work or related field; or "Basic Family Services Assistant credential/certificate" awarded by an accredited college and one year of progressively responsible experience providing direct services to low income children and families of diverse cultural backgrounds.

Knowledge of: Modern theories, methods and practices of Early Childhood Education and Child Development; modern theories, methods and practices of social services, emotional and/or physical health needs of low-income children with culturally diverse backgrounds; federal, state and local laws and regulations applicable to the Head Start program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start Program; record keeping and filing practices and procedures;

Ability to: Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; 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.

LICENSES & CERTIFICATION:

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 State law and County licensing requirements regarding employment in a childcare center (fingerprints, TB, physical).

Must attach official transcript to be considered.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit or stand for long periods; talk or hear, both in person and by telephone; use hands to finger, handle or feel operate standard office equipment; reach with hands and arms; walk for considerable period while recruiting door-to-door for Head Start; work outdoors, and lift up to ten pounds. This job includes close vision and the ability to adjust focus; required to use written and oral communication skills; read and interpret data; information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform work on multiple, concurrent tasks and interact with program management, staff, volunteers, representatives of public agencies and community organizations and others encountered in the course of work.

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.

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.

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.

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.

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.

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.