

JOB ANNOUNCEMENT BULLETIN



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

Social Services Technician **9512-0209-OC**

SALARY: Range: 39.5 \$11.5413 - \$12.7395 Per Hour

EMPLOYMENT OPPORTUNITY:

Various full-time positions are available with Neighborhood House Association Head Start Program.

FILING DEADLINE:

Applications are being accepted on a continuous basis. Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, 92111; or at 841 South 41st Street, San Diego, 92113; or you may refer to our website: www.neighborhoodhouse.org.

DUTIES:

Under the direction of a Site 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; serves as an advocate for program children and their families and performs related work as required. Acts as a resource and provides and/or makes referrals for necessary services; informs and 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 support services duties; maintains complete and current files and records; prepares regular and special status reports; monitors records and reports; 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; assists in the general operation of the center. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Equivalent to an Associate's Degree in early childhood development, social services or a closely related human services field **or** three years of experience providing direct services to low-income children and families of diverse cultural backgrounds

Knowledge of: Modern theories, methods and practices of social services, emotional and/or physical health needs of families 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; recordkeeping and filing practices and procedures; basic counseling theories and practices.

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

LICENSES & CERTIFICATES:

Possession of, or ability to obtain, a valid Class C Driver's License is required. **Submit copy of official transcripts and degree with your application (if appropriate).**

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff 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.

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.