

# JOB ANNOUNCEMENT BULLETIN



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

## **SOCIAL WORKER – HEAD START 0125-0309 OC**

**SALARY:**                      **Range: 48.5**                      \$37,441 - \$41,327

**EMPLOYMENT OPPORTUNITY:**

**There are five (5) positions** available with Neighborhood House Association Head Start Program. One (1) in Area 1; One (1) in Area 2; One (1) in Area 3; One (1) in Area 5; and One (1) in Area 6.

**FILING DEADLINE:**

**Applications are being accepted until March 20, 2009 at 4:30 p.m.** Applications and job announcements may be obtained at the above address; 841 South 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Report to applicable Area Director; provides and/or coordinates psycho-social services for Head Start (HS) and Early Head Start (EHS) program clients; assigns workload to; may supervise, train and/or monitor work performance of others; may serve as field instructor for social work interns; provides ongoing assistance, support and guidance HS social services staff and families; conducts assessments and evaluations; develops corresponding services and/or family development plans; performs necessary services; ensures that services or treatments are provided as directed by service and/or care plans; conducts visits to homes and/or facilities; provides counseling as required; acts as a resource makes appropriate referrals; performs crisis intervention as needed; informs and educates family members about mental and/or physical health issues; facilitates family case management sessions; plans and leads peer discussion groups and task-oriented committees; may instruct families and staff on new policies, procedures and interventions; serves as advocate for HS and EHS children and families with external agencies; attends and/or participates in relevant meetings; reviews, completes and/or assists HS and EHS families in completing necessary reports and paperwork to obtain relevant services (e.g., SSI/SSA/SDI benefits); provides information to other agencies and the public about applicable NHA HS and EHS programs; represents HS and EHS in assigned program outreach and/or community activities (e.g., panels and conferences); develops and maintains links with relevant referral sources, community service providers and/or human service professionals; provides information to these sources and agencies; when assigned; collaborates with other program staff and children family's on the child's status; discusses child's and child's family's progress and/or problems with program staff and professionals; when appropriate, recommends solutions within scope of responsibility and expertise; requests assistance and guidance from management and professional staff when necessary to address the child's and child's family's issues and problems; serves as liaison between program staff and HS and EHS families; documents progress and performs various other administrative functions associated with the program; updates assigned caseload's progress notes or case narratives; if required, prepares other necessary paperwork; enters necessary data and information; performs related work as required.

## **MINIMUM QUALIFICATIONS:**

**Education, Experience & Training** Completion of a Master Degree in social work from an accredited school of social work; three years of increasingly responsible and related experience in a educational or mental health setting; or an equivalent combination of training and experience; Background in Children, Youth and Family Services.

**Knowledge of:** Social work theory, principles and practice, including assessment, case management and counseling skills; human behavior theory; relevant medical terms and diagnosis; public social service programs on the federal, state and local level; the local community and community and agency resources supporting social functions; supervisory principles and practices; group dynamic theories and methods; applicable federal, state, local and agency laws, policies and regulations and program-related/contract guidelines within areas of responsibility; current trends and issues in the field of social work; methods of identifying and assessing social needs; principles of interviewing for the purpose of acquiring diagnostic information and affecting treatment; psycho-social treatment modalities; various socio-economic, cultural and ethnic trends, conditions and expectations; public relations principles and practices; Head Start programs and functions; Children, Youth and Family Services; Head Start Performance Standards; challenges and needs of low-income families; Staff development and training.

**Ability to:** Comprehend and apply laws, regulations, policies and procedures relative to the provision of social services; identify, assess, case manage, develop early intervention and prevention strategies utilizing staff and community resources in meeting the needs of Head Start children and families; interview for the purposes of acquiring diagnostic information and effecting treatment; exercise tact, objectivity, sensitivity, strategy and judgment; communicate effectively with people of various educational, socio-economic and cultural backgrounds; operate a computer using word processing, spreadsheet and database software applications; communicate clearly and concisely, both orally and in writing; organize, set priorities and exercise sound independent judgment within areas of responsibility; establish and maintain effective working relationships with low-income families and parent groups and care givers, community agencies, staff and others encountered in the course of work; maintain records and prepare reports; provide effective supervision and training to subordinate staff.

## **LICENSES AND CERTIFICATION:**

A valid California drivers' license. MSW or equivalent required with an emphasis on Children, Youth and Family Services.

## **PHYSICAL & MENTAL DEMANDS:**

Employee is required to sit, walk or stand; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift, push or move more than 25-50 pounds. This job includes close vision and the ability to adjust focus; use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret complex situations; learn and apply new information or skills; perform work on multiple, concurrent tasks;. The employee may have occasional contact with abusive persons

## **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. Any of the provisions contained in this job announcement may be modified or revoked without notice.

### **FILING 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 5:00 p.m. on that date, or otherwise as stated on this job announcement.

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

An official transcript from an accredited college/university and/or Credential must accompany the employment 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; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

### **HOURS**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

### **PROBATIONARY PERIOD**

All regular appointees serve either 120 days or 6 months probationary period.

### **CITIZENSHIP/IMMIGRATION STATUS**

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. 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.

**AA/EEO/H/V EMPLOYER**

# SUPPLEMENTAL APPLICATION FOR: Social Worker – Head Start

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

## IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is offered to provide you with the opportunity to fully and clearly explain your background and qualifications for the position of **Social Worker – Head Start**.

The information you provide on the general and supplemental applications will be used to evaluate your overall qualifications for the position and to determine your eligibility to compete in the selection and testing process. Based on the results of this evaluation process, candidates will be invited to participate in other examination segments of the selection process.

The supplemental application requires you to describe the training and experience that qualifies you for this position. It is your responsibility to assure that information you deem important to your candidacy is included in your responses. Your total response must be no longer than three (8.5" x 11") type-written or legibly printed (12pt standard type) pages. **Additional pages will not be considered.**

Both the standard application form and the supplemental application must be typed or legibly printed. RESUMES OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION ARE NOT ACCEPTABLE. Illegible, incomplete or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

### CERTIFICATION

I hereby certify that all statements made in this supplemental application are true and complete, and that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Your Name \_\_\_\_\_ Job Title \_\_\_\_\_

Please type or print your name and the job title of the position you are applying for at the top of each page. No more than three (3) total pages will be permitted in the examination process.

1. Describe your experience in providing ongoing assistance, support and guidance to social services staff and children, youth and families.
2. a) From the list of responsibilities listed below, please check off the activities that you have experience performing:

Conducting home visits.

Acting as a resource and providing and/or making appropriate referrals for requested services.

Performing crisis intervention as needed.

Facilitating family case management sessions.

Planning and leading peer discussion, groups and task-oriented committees.

Updating caseload's progress notes or case narratives.

Documenting progress and performing various other administrative function associated with the program.

- b) For each of the areas that you checked above, provide a detailed description of your professional social services duties. Address each area that you checked separately, using specific language which clearly shows the extent of your involvement.

3. Supervisory Experience: Do you have supervisory experience over lower-level staff providing professional social services work?  Yes  No

If yes, provide a description of your supervisory duties. Also specify the number of employees you supervised and their job titles and responsibilities.