Foundation for Early Childhood Education, Inc.

A Non-Profit Organization

Head Start / State Pre-School Project / Child Development Centers

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 * El Monte, CA 91731 * Tel: (626) 572-5107 * Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: August 1, 2019

Deadline Date: August 15, 2019

Position Title: **FAMILY SERVICES ASSOCIATE**

Reports To: **Family Community Engagement Coordinator**

Department: **Family Services**

Employment Status: **Non-Exempt**

Compensation Range: **$2712.61-$2819.53 monthly PLUS Benefits**

- **2% Salary Increase, pending approval from our funding source**

Employee Benefits: Aflac, Dental, Life, Medical, Vision, Pension (Employer contributes 8.5% of your annual salary towards the pension plan), Holiday Pay, Vacation, Personal Necessity, and Paid Sick Leave.

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
Main Office and Multiple Site Locations in Los Angeles County
(See website for listing of all sites)

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, East Los Angeles, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

II. SUMMARY OF DUTIES

The incumbent follows, and adheres to State and Federal Head Start regulations related to Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and is responsible for 100% enrollment of eligible children. The incumbent will serve, as a liaison between Head Start families and community based agencies by referring the families to the appropriate services i.e. mental health, disabilities, nutrition, and health. Will work collaboratively with various service coordinators to implement mandated Federal and State guidelines.

- Conducts home visits as needed, in order to complete required job duties (i.e. concerns with the child's attendance, recruitment/enrollment, completing family goals, etc.)
- Conducts assessment of family needs and supports families to develop skills needed to achieve their goals
- Conduct Health Screenings: collect, maintain, and update health requirements per child within the established timelines, and follow-up when needed.
- Conduct on-going enrollment and parent orientations
- Educates parents on the purpose of a physical and dental examination for their child, and the overall goals/objectives of health requirements and follow-up as needed.
- Input and track all relevant Child and Family data through the database system
- Reviews all files of assigned families and verifies that entry into the database system is accurate in a timely manner.
- Recruitment/Pre-enrollment/Enrollment for eligible families in order, to obtain and maintain 100% enrollment at all times
- Weekend and evening work may be assigned as needed in order, to meet full enrollment during the program year
- Work collaboratively with parent involvement to conduct parent meetings
- Work collaboratively with other Family Services Associates for recruitment purposes, and as assigned.
- Research for new resources in the community and establish relationships with local community agencies (i.e. dental clinics, medical clinics, shelters, food banks, etc.)
- Oversees the implementation of all Plan of Actions relating to Court Orders with respect to Child Custody issues

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Associate degree or a Family Development Credential and a High School Diploma.

Experience: One-year experience in a social setting or a current/former Head Start parent

- Experience in a pre-school setting is a plus

Skills and Abilities: Strong communication skills and knowledge of family engagement strategies, family outcomes, family needs, family partnerships, family dynamics, community resources, and social services/programs.

- Bilingual in English and Spanish
- Proficiency with computer applications such as Microsoft Office, Windows, Internet, Student Information Database/ChildPlus

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Child Abuse Central Index, and Megan's law prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary