



## Foundation for Early Childhood Education, Inc.

Early HEAD START/ HEAD START / STATE PRE-SCHOOL

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre Boulevard \* Pasadena, CA 91107 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

### JOB POSTING

Employment Opportunity

**Posted Date: August 17, 2023**

**Deadline Date: August 31, 2023, or open until filled.**

**Position Title:** **Family Services Associate (FSA)**

**Reports to:** **Family Services Specialist and ERSEA Coordinator**

**Department:** **Family Services**

**Employment Status:** **Full-Time (40 Hours Per Week), Full-Year, Non-Exempt, and Union Position**

**Compensation Range:** **\$19.53-\$23.80 (Step 7-Step 15) Hourly Rate and Benefits**

**\*\$500 Hiring Bonus:** A hiring bonus of \$500 is offered to you and is contingent on successful completion of the probation period as follows: \$250 will be paid at the successful completion of mid-point review (3 months from hire) and the remainder of the bonus \$250 will be paid at successful completion of the 6 months Introductory (Probationary) Period.

**Generous Employee Benefits:** ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

- **Paid Holidays, Sick leave, and Personal Necessity (PN) Hours:** **13** Paid Holidays, **21** Days of Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours), **14** Paid Sick leave, includes **3** Days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment= 114)
- **Employer Funded Retirement Plan-** Foundation contributes **8.5% after one year of service and you can make voluntarily contributions at the start of your employment.**
- **Free Employee Assistance Programs**
- **Opportunities for advancement**

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

**Main Office (Pasadena) and Multiple Site Locations in Los Angeles County**

*Family Services Associates are assigned to work in locations of our HS/EHS/SPS sites.*

- *Boyle Heights, Echo Park, Hollywood, Lincoln Heights, and Highland Park*

**Review our website:** [www.foundationheadstart.org](http://www.foundationheadstart.org) for specific site locations.

We are currently seeking energetic, committed individuals who want to make a difference in the lives of children and families in Los Angeles County! We are hiring Family Service Associates (FSA) who will recruit eligible families in our neighborhoods, complete enrollment paperwork, and support parents during the school year. You will facilitate parent meetings monthly, remind parents about health requirements such as child visits. You will use a computer to enter child and family information on our database systems.

*Weekend and evening work will be assigned for recruitment purposes and community outreach in neighborhoods that are identified as low-income and disadvantaged. Recruitment will require canvassing these neighborhoods by foot.*

#### Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

**Family Services:**

- 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.

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- 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.
- Work collaboratively with parent involvement to conduct parent meetings.
- Educates parents on the purpose of a physical and dental examination of their child, and the overall goals/objectives of health requirements and follow-up as needed.
- Input and track 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.
- Oversee the implementation of all Plan of Actions relating to Court Orders with respect to Child Custody issues.

### **Recruitment-ERSEA:**

- Recruitment/Pre-enrollment/Enrollment for eligible families in order to always obtain and maintain 100% enrollment.
- Weekend and evening work will be assigned as needed in order, to meet full enrollment during the program year.
- Will be required to travel to different sites and locations in the City of Los Angeles and surrounding areas including but not limited to the Boyle Heights, Echo Park, and Hollywood areas.
- 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.)

***\*\*Note: This job posting contains a summary of the duties listed on the Job Description\*\****

### **QUALIFICATIONS, EXPERIENCE, & SKILLS**

- **Education:** High School Diploma and/or GED with a Family Development Credential.
- *An Associate degree is preferred but not required.*
- **Experience:** One year experience in a social service setting or a current/former Head Start parent.
- *Experience in a pre-school setting is a plus.*

### **Knowledge & Skills:**

- Effective and 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 Suite, Windows, and the Internet
- *Preferred ChildPlus experience*
- Knowledge and experience using Virtual Platforms (Zoom, Google Meet, GoToMeetings to setup and conduct meetings to actively participate and support program goals)

### **Licenses/Permits/Certifications:**

- Automobile, Insurance, and Valid Driver's License
- Family Development Credential: You will be required to complete this certification, pending LACOE guidance to meet the FSA requirements, per HR GIM. The Human Resources Officer will assist you in the enrollment process for this certification.

### **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), Measles (MMR), and COVID-19 vaccination series.

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

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License or have reliable transportation.

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



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#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be by an employee successfully perform the essential job 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 reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

*Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.*

#### **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

*Please use the link below to complete the application and submit your documentation:*

External Applicant Link:

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

Internal Applicant Link:

<https://Talent.paylocity.com/Talent/Jobs/List?publicLinkKey=17eff847-f426-4170-8652-62276b005ec3>

Please Note: Applications and all required documents must be submitted through the Paylocity feature, letters of recommendations must be sent directly to [hr@foundationheadstart.org](mailto:hr@foundationheadstart.org) by the due date listed in this job posting.

#### **PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early 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, Echo Park, and Hollywood. Our Agency is expanding in the program year 23-24 to the following service areas: Highland Park and Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all 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.

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