**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*

# POST

# Employment Opportunity

**Posted Date: March 1, 2016**
**Deadline Date: March 15, 2016**

**Position Title:** Family Service Associate
**Reports To:** Family Community Engagement Coordinator
**Department:** Family Service
**Employment Status:** Non-Exempt
**Compensation Range:** $1249 - $1764 SEMI-MONTHLY PLUS BENEFITS

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

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## I. PROGRAM SUMMARY

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

## II. SUMMARY OF DUTIES

- Case management of files for families
- Entry of case notes in agency wide data base system
- Establish community relationships, in order to obtain resources for families identified with needs
- Develop individual goals for each family, with continued follow-ups with families to ensure completion
- Conduct Health Screenings for children ( height, weight, hearing and vision).
- Collect, update, and maintain children's health requirements within established timelines, and follows-up when needed.
- Enroll and recruit families to the program
- Maintain waiting list of eligible families to enroll in the program

## III. QUALIFICATIONS, EXPERIENCE & SKILLS

**Education:** AA degree or higher in Human Services or related field

**Experience:** 1 year plus of paid experience or volunteer experience working with low-income and at risk families, in the capacity of case management and resource/referral delivery.

**Skills:** Proficient in computer navigation Microsoft suite (word, excel, power point, outlook); Proficient in record-keeping Data Base system. **Bilingual English/Spanish preferred.**

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## IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

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| 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. * |
| Fingerprint Clearances: | All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index 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 original documentation by Mail or In Person 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

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