

North Coast Opportunities, Inc.
413 North State Street Ukiah, CA 95482

JOB DESCRIPTION

POSITION:	Home-Based Language Resource Aide HS I/T
PROGRAM:	Head Start Child Development Program
REPORTS TO:	Home-Based Educator
SUPERVISORY RESPONSIBILITY:	No
FLSA/IWC STATUS:	Non-exempt

I. GENERAL DUTIES AND RESPONSIBILITIES

Supports Home-Based Educator (HBE) by accepting delegated duties to improve child experiences in HSCDP home-based (HB) programs. Performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.

II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for observing and reporting on the health and safety of children enrolled in the HB caseload during home visits and other HSCDP activities.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Accompanies HBE on weekly home visits to enrolled families as needed.
4. Assists HBE in providing HB children and parents with group socializations twice monthly.
5. Assists HBE in planning and implementing individualized activities for children and families being served; provides individual assistance to assigned children.
6. Communicates with children and their families in their native language as needed. Translates written materials from English to the family's native language and, when necessary, from the family's native language to English.
7. Serves as an interpreter across all NCO Head Start areas for those families who need or request such assistance.
8. Responsible for performing observations and recordkeeping, when necessary.
9. Maintains confidentiality at all times.
10. Attend meetings, trainings, and conferences as necessary.
11. Responsible for generating, collecting and documenting In-Kind.
12. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
13. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.
15. Other duties as assigned.

III. JOB QUALIFICATIONS

1. Must be at least 18 years of age.
2. Bilingual, biliteracy required. Spanish-English is preferred.
3. Must be proficient in use of computers and a variety of software programs, including web-based platforms; must at a minimum be familiar with the use of word processing, email and spreadsheet programs.
4. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
5. Must demonstrate a willingness to work as part of a team but have the ability to work independently.
6. Must have prior experience and a demonstrated ability to motivate, engage with, and work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds.
7. Must be able to work flexible hours in order to work at occasional scheduled weekend and evening activities.
8. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
9. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.

10. Must comply with regulatory immunization requirements.
11. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.
12. Knowledge of the Head Start program desired.
13. Experience working with children with special needs preferred but not required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is an occasional aspect of this job.
8. Employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Head Start
Position:	Home Based Language Resource Aide, HS IT
Rate of Pay:	\$ 11.29 -\$12.98 per hour (Depending on Qualifications)
Hours:	20 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution & matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.

For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.