

## Open Position

<b>Program:</b>	<b>Head Start Child Development Program - Ukiah, CA</b>
<b>Position:</b>	<b>Home Based Educator I-III</b> Current CA Driver License and Insurance Required
<b>Rate of Pay:</b>	<b>\$17.84 to \$21.34 per hour (Depending on Qualifications)</b> Bilingual Pay Differential Available
<b>Hours:</b>	<b>40 hours per week, 12 months/year</b>
<b>Benefits:</b>	<b>401(k) Retirement Plan</b> <b>Paid Health Leave</b> <b>Paid Vacation and Holidays</b> <b>Medical, Dental, Vision and Life Insurance</b> <b>Employee Assistance Plan</b>  <i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i>
<b>Application Closing Date:</b>	<b>Open Until Filled</b>
<b>To Apply:</b>	<b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.  <b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b>
<b>Submitting an Application:</b>	By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a> By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
<b>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</b>	

*See our Website for full job description details & to print application*

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

*Equal Opportunity Employer*

*We invest in people through community action.*

**NORTH COAST OPPORTUNITIES, INC.**  
**413 NORTH STATE STREET, UKIAH, CA 95482**  
**JOB DESCRIPTION**

<b>POSITION:</b>	<b>HOME-BASED EDUCATOR I – III, EHS</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>SITE SUPERVISOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. POSITION OVERVIEW**

Assist expectant mothers, and parent(s)/guardian(s) of children 0-3 years old in low-income households. Primary duties include assessment, planning and delivery of appropriate activities designed to identify issues and meet family goals that support the learning and growth of all designated family members in a home-based setting.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. Recruit children and families from various segments of the community to ensure full enrollment and waitlists of assigned home-based program.
2. Conduct weekly home visits to facilitate the delivery of all Head Start component areas.
3. Plan, coordinate, and conduct socializations and training for children and families according to the family needs assessment.
4. Ensure the screening and on-going assessment for each child.
5. Responsible for the health and safety of children, while under our care at the site.
6. Implement designated home-based program curricula for each child and family.
7. Attend or facilitate meetings and training as directed by supervisor.
8. Actively participate in community collaborations and affiliations in order to advocate for Head Start children and families.
9. Perform recordkeeping, including written documentation, scheduled reports, and mandated reporting in a timely, accurate, and confidential manner.
10. Ensure regular communication with families regarding screenings, assessments, and surveys, in order to provide needed information regarding medical, psychological, and social services.
11. Partner with the families to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.
12. Refer families and children to Head Start and community-based resources for social services needs as necessary.
13. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
14. Supports the center-based teachers in the classroom, as needed.
15. Maintain confidentiality at all times.
16. Attends staff meetings, in-service trainings, and conferences as necessary.
17. Responsible for generating, collecting, and documenting Non-Federal Share Match.
18. Keeps Home-Based Language Resource Aide informed regarding services to be provided, when applicable.
19. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
20. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
21. Work Habits:
  - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and program policies and procedures.
  - Is able to stay focused on the job.
  - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies
  - 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 effectively adapt to change.
- Dresses appropriately for the job.

22. Other duties as assigned or required.

### III. JOB QUALIFICATIONS

#### Education, Training & Experience:

The following education and/or experience criteria are required to qualify for the designated level:

- Level I- Must have at a minimum a home-based Child Development Associate (CDA) credential or comparable credential (CA Associate Teacher Permit), or equivalent coursework (4 CDV/ECE core classes).
- (Core classes include child/human growth & development; child/family/community or child and family relations; and programs/curriculum).
- Level II- An associate degree from an accredited school in Child Development / Early Childhood Education (CDV/ECE) or a related field is required.
- Level III – A bachelor's degree from an accredited school in Child Development / Early Childhood Education (CDV/ECE) or a related field is required.
- Must have 3 Infant Toddler (I/T) core units in Child Development /Early Childhood Education (CDV/ECE) or complete within 12 months of being hired (Level I-III).
- A minimum of one year of experience working with low-income families (preferred).
- Prior experience successfully teaching, training, mentoring and/or coaching adults (preferred).
- Current Infant and Child CPR and First Aid certification required or must obtain a certificate within 3 months of being hired.

#### Knowledge of:

- Child development and early childhood education.
- The principles of prenatal and child health, safety and nutrition.
- Adult learning principles; and family dynamics.
- Computer and internet use as relates to the duties of the position; prior use of Microsoft Office 365 preferred.
- Local community resources (preferred).
- Head Start Performance Standards (preferred).

#### Ability to:

- Motivate, engage with and work effectively and professionally with other adults, parents as well as with children from a variety of socio-economic backgrounds is preferred.
- Interact with others in a culturally and emotionally sensitive manner.
- Maintain professional, cooperative relationships with others.
- Understand and carry out oral and written instructions.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual (English/Spanish) is preferred.
- Work with and guide the children in the classroom setting.
- Organize duties and tasks in order to meet established timelines.
- Accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
- Work independently under general supervision or with minimal direction.
- Work flexible hours for scheduled weekend or evening activities, as needed.

#### Necessary Special Requirements:

- Must be at least 18 years of age.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.

- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization requirements related to work in a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed child care facility.

#### **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 regularly 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 a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.
10. The employee may frequently use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.

*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.*