



Position: **Home Based Specialist**
Location: Menlo Park
Salary: Depending on Qualifications, Education & Experience – Salary Range: Starting at \$21.00 Hour

APPLICATION PROCESS: Please send Resume and Unofficial Transcripts - thank you.

ATTRACTIVE BENEFITS:

Employer Paid - Medical, Dental and Life Insurance; Vision Savings Eye Care Program

Employer Assistance Program

Voluntary Long Term Disability Insurance

Commuter Benefits

403(b) Retirement Plan Benefits - 8% funded by employer

Paid Holidays, Paid Vacation, Paid Personal Days and Paid Sick Time

DUTIES: (PLEASE NOTE THAT JOB DESCRIPTION IS SUBJECT TO CHANGE)

1. Ensures enrollment by completing full intakes and returning intakes, in partnership with Coordinator, adhering to HS/EHS requirements as well as ERSEA enrollment guidelines and deadlines. Provides outreach to families and communities to recruit children into the program, as needed.
2. Ensures all comprehensive services are delivered over a month on a monthly basis by utilizing comprehensive curriculum, Parents As Teachers and other support resources.
3. Implements parent-child activities and education to meet the individual child and families needs over a month for each child and family. Assists parents to use activities and household materials that naturally occur in the home and other places as learning opportunities. Plan, organize and facilitate socialization experiences twice a month.
4. Updates family needs assessments and family goals with each family. Provides families with socializations experience twice a month. Provides resources, referrals, and support services. Mentors parents to assume leadership role (i.e. parent meetings, committee members, and policy council), advocates for services and to be fully involved in the program.
5. Provides support services for children and families within program. Communicates and provide services with content specialist and community partners. Collaborates with Home-Based Coordinator and Home Based Manager with coordination of parent-child activities, parent trainings and parent education. Assist with and facilitates transition services for children and families to ensure continuation of services.
6. Maintains record keeping systems with ongoing documentation of family contacts in Child Plus. Complies with child abuse and neglect law and reporting requirements. Meets initial and ongoing requirements of each service area. Submits weekly, monthly and ongoing reports. Maintains confidentiality of family records and program information. Maintains and ensures health and safety practices.
7. As needed, attends staff trainings on and off site. Participates in performance appraisal and individual supervision meetings. Develops individual professional development plans, in partnership with supervisor. Attends annual vision and hearing trainings as needed.

QUALIFICATIONS:

- Associate or Bachelors in Early Childhood Development, Social Services, or related degree.
- Must have a minimum of nine (9) Early Childhood Education (ECE) units in curriculum development, understanding of observation and assessment principles, and principles of childhood development.
- Minimum one (1) year experience providing direct services to low-income families.
- Minimum one (1) year experience providing direct services to low-income families with children ages birth through five (5) years.
- Knowledge of principles of family dynamics, early intervention and childhood development.
- Knowledge of community agency resources for staff and parents.
- Ability to maintain a cooperative and professional working relationship with staff, parents and other public agency personnel.
- Valid California Driver's License, proof of insurance and reliable transportation required.
- **Spanish speaking preferred.**

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview and evaluation. All candidates interviewed will be notified in writing following their interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

HEALTH AND OTHER REQUIREMENTS:

Physical Examination, TB Test, Immunizations and CPR upon employment
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW

APPLY: Attn: Human Resources Department
Institute for Human and Social Development
155 Bovet Road, Suite 300
San Mateo, CA 94402
E-Mail to: hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER