



Plaza de la Raza Child Development Services, Inc.

8337 Telegraph Road 3<sup>rd</sup> Floor, Pico Rivera, California 90660

Tel. (562) 776-1301 / Fax (562) 776-8712

www.plazadelaraza.info

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## Employment Opportunity

Posted Date: March 23, 2018

Closing Date: Until Filled

**Position Title:** Family Services Assistant  
**Reports To:** Family & Community Engagement Coordinator  
**Department:** Family & Community Outreach Services  
**Employment Status:** Non-Exempt /12 months per year  
**Salary Range:** \$14.12 - \$16.38 per hour  
**Work Location:** Los Angeles County

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### **I. Program Summary**

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,620 children and their families.

### **II. Summary of Duties**

The Family Services Assistant manages a caseload of Early Education Participants. Under general direction, provides assistance in planning, developing and implementing various activities related to the Early Head Start, Head Start, LAUP and State Preschool programs, Ensures families are linked to appropriate health, special needs, nutrition, social services, parent involvement and mental health services based on family strengths, concerns, needs and priorities. Collaborative with program coordinators/specialist, teaching staff, district personnel and program families to ensure implementation and compliance of Federal and State mandates.

### **III. Qualifications & Experience**

#### **A. Education**

Associate degree in social work or related field is required.

#### **B. Experience**

Minimum two (2) years experience working with low income children and families is required; experience in a preschool environment is preferred.

### **IV. Special Requirements**

#### ***Medical***

#### ***Examination:***

Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. \*

***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 private transportation.

*\* Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

**V. Benefit Plans**

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

**Health Care:** Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA

**Financial:** 401 (k) Plan and Direct Deposit

**Time Away from Work:** Vacation, Holidays, Sick Days, Leave of Absence, Jury Duty, and Bereavement Leave

**Work/Life Solutions:** Life Assistant Program

**VI. Physical Demands**

May occasionally need to provide gentle physical restraint to children. Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required. May be required to lift up to 25 pounds. Some exposure to communicable diseases. Noise level in work environment may be moderate to loud. Work is generally performed in a classroom setting or in an office environment, involving face-to-face communication. Some evenings and weekend work required for events such as home visits, parent-teacher conferences, Parent Committee meetings, Family Nights, socializations and other Head Start/Early Head Start activities including social and community activities.

**VII. Application Procedures**

Applicants interested in the position must complete Plaza's employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway North, #440, City of Industry, CA 91746**, or may download the application from the Careers section at [www.plazadelaraza.info](http://www.plazadelaraza.info).

Applicants must submit a complete application packet to the Human Resource Department via email [jobs@pdlr.org](mailto:jobs@pdlr.org) or by regular mail to the address listed below:

Plaza de la Raza Child Development Services, Inc.  
Human Resources Department  
13300 Crossroads Parkway North, #440  
City of Industry, CA 91746

**Employment application packets must include all of the following documentation:**

1. Cover letter
2. Resume
3. Employment Application
4. Official transcripts indicating Associate degree in social service or related field.

**\* Only complete application packets will be considered for the screening and selection process.**

**EQUAL OPPORTUNITY EMPLOYER**

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.