



Plaza de la Raza Child Development Services, Inc.

13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746

Tel. (562) 776-1301

www.plazadelaraza.info

Employment Opportunity

Posted Date: 8/28/2019

Closing Date: 9/7/2019 or open until filled

Position Title: Disabilities & Mental Health Aide
Reports To: Disability & Mental Health Coordinator
Department: Disability & Mental Health
Employment Status: Non-Exempt / 12 months per year
Work Location: Los Angeles County

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 1,600 children and their families.

II. Summary of Duties

The Disabilities & Mental Health Aide assists the Disabilities Services Coordinator in the implementation of services for children with disabilities and/or suspected of having a disability, establishing the most effective way for the needs of the children and their families to be met, and ensuring a smooth transition from Early Head Start to Head Start and Head Start to the public school.

The Disabilities & Mental Health Aide also assists the Mental Health Coordinator in implementing the Mental Health Services Program within the delegate agency and links families to appropriate needed services, supporting them in the overall goal of social and emotional competence in coordination with the education program.

III. Qualifications & Experience

a. Education

High school graduation or G.E.D. equivalent is required. An Associate's degree in child development, social services, liberal arts, or psychology is highly preferred.

Some coursework or training in social sciences and working with persons with disabilities is desirable.

b. Experience

One (1) year of work experience working with children having disabilities and/or behavioral problems on an individual or group basis is desirable.

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), Megan's Law 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

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| 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, Personal /Sick Days, Leave of Absence, Jury Duty & Bereavement Leave |
| Work/Life Solutions: | Life Assistant Program |

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. To complete an application, please login to the attached link.

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=F3869EFB1BF5EE16E8D0B9C24933436E>

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. High School Diploma or G.E.D. If Associate's degree is applicable, official transcripts identifying degree conferred and coursework or training in social science and working with persons with disabilities.

*** 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.