



Plaza de la Raza Child Development Services, Inc.  
13300 Crossroads Parkway N., Suite 440, City of Industry, CA 91746  
Tel. (562) 776-1301  
www.plazadelaraza.info

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## Employment Opportunity

Posted Date: 2/10/2020

Closing Date: Until Filled

**Position Title:** Home Base Visitor  
**Reports To:** Home Base Supervisor  
**Department:** Education  
**Employment Status:** Non-Exempt / 12 months per year  
**Hourly Rate:** \$16.99 - \$18.95  
**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 currently serves over 1,600 children and their families.

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

The Home Base Visitor provides home-based services to Early Head Start families. This position promotes child development, family development, community building and staff development via home-based and center-based programs; works collaboratively with other program areas by providing direct services to families and their children, as well as technical assistance to other staff.

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

#### **Education**

Associate's degree in early childhood education, child development, or related field; at least six (6) semester units of infant and toddler development coursework and valid CPR/1st Aide card must be provided a valid CPR/First Aid certification is required.

#### **Experience**

One (1) year of experience working in child development and early childhood education programs with infants, toddlers, or young children is required. Some experience working in a Head Start/Early Head Start program is highly 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), Child Abuse Index, Megan's Law prior to starting work.

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***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 criminal record clearance may result in withdrawal of contingent employment offer.*

**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, 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, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move a minimum of 25 pounds up to 45 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. Transcripts indicating Associate's degree in early childhood education, child development or related field.
5. Valid CPR/First Aid certification

**\* 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.