

HOME BASED SPECIALIST



Looking to make a lasting impact on a child's life? Come join our amazing teaching team at IHSD! We have a diverse group of teachers and staff that supports children and families all across San Mateo County.

IHSD (Institute for Human and Social Development) is a non-profit organization that provides comprehensive early care and education services for children from birth through five years throughout San Mateo County. With the main office in San Mateo and 13 different program sites across the Peninsula, our dedicated team of educators and staff are working together to offer high-quality early childhood programs with whole-child learning experiences. Our deep passion for early education has been rooted in 35 years of service to the community. Come join our IHSD family and the movement to create a love of learning!

LOCATIONS HIRING FOR: Menlo Park, Redwood City

JOB DUTIES:

- 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
- Ensures all comprehensive services are delivered over a month on a monthly basis by utilizing comprehensive curriculum,
- 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 plan activities that naturally occur in the home and other places as learning opportunities.
- Plan, organize and facilitate socialization experiences twice a month
- Updates family needs assessments and family goals with each family.
- Mentors parents to assume leadership roles to be fully involved in the program.
- Collaborates with Home-Based team in coordination of parent-child activities, parent training, and parent education.
- Assist with and facilitates transition services for children and families to ensure continuation of services.
- 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.
- Participate in and seek out ongoing training opportunities.

HOME BASED SPECIALIST (CONTINUED)



QUALIFICATIONS:

- AA or BA/BS 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 with children ages birth through five (5) years.
- Knowledge of principles of family dynamics, early intervention and child 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

BENEFITS INCLUDE: medical, dental and life insurance, vision savings eyecare program, employer assistance program, voluntary long term disability insurance, commuter benefits, 403(b) retirement plan benefits - 8% funded by employer, paid holidays, vacation, personal days and sick time

SALARY RANGE: Depending on qualifications and experience

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. Successful candidate required to provide employment eligibility verification including physical exam, TB test, certified in CPR and First Aid for young children; or ability to become certified, complete/pass fingerprint screening.

TO APPLY: Please submit copies of transcripts, degree(s), and any certification along with a cover letter and resume to at hr_resume@ihsdinc.org. Questions or concerns? Please email us at hr_resume@ihsdinc.org or visit us at ihsdinc.org/careers for more information.