



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title: Early Head Start Family Facilitator

Position Type: Regular, full-time, non-exempt level

Department: Madera Head Start

Salary Schedule: Range 19.0 (\$16.87 - \$22.55 hourly)

Position Summary: Under the immediate supervisor's direction, provides a home base educational program for infant, toddlers, and pregnant mothers that meet Head Start Performance Standards, Head Start Act of 2007, utilizing developmentally appropriate adult and child practices and complies with Community Care Licensing Regulations, as applicable.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Associate's Degree in Early Childhood Education (ECE) / Child Development (CD) or a related field degree and
 - ✓ 3 units in ECE / CD infant and toddler; **OR**
- High School Diploma or GED and
 - ✓ Working towards an Associate's degree in Child Development or a related field.
 - ✓ 3 units in ECE / CD infant and toddler.
 - ✓ 2 years of classroom experience

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License
- Must have a current and valid Associate Teacher Permit.
- Working towards a Master Teacher permit within 12 months of hire.
- Possess Pediatric First Aid and CPR certification annually.

ABILITY TO:

- Read, write, and speak Spanish and English is preferred.
- Operate various software programs such as MS Work, Excel, PowerPoint, and ChildPlus.
- Understand and carry out oral and written directions.
- Communicate effectively, orally and in writing.

- Develop and maintain supportive, respectful, and empowering relationships with families and children.
- Plan and administer programs for children and their families.
- Work effectively with all socio-economic and cultural backgrounds.

KNOWLEDGE OF:

- CAPMC Head Start Programs, Head Start Performance Standards, State regulations (where applicable), and licensing regulations (where applicable).
- General understanding of child development 0-5 years.
- The services and agencies in the assigned service area.
- Preparation and uses of individual education plans, record keeping, adult education principles, and principles of leadership and supervision.
- Child development theories and practices
- Early childhood education.
- Individual differences, learning styles, cultural needs, child development and community needs in setting up and implementing curriculum for the year.
- In-depth knowledge of infant/toddler growth and development, and family development.
- Maternal and child health practices.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer