

# OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

## Family/Health Advocates

### Rocky Ford Head Start and La Junta Early Childhood Center - 9 month position school year positions paid over the 12 months.

Implement the family/community partnership and health/nutrition components at the center level by assisting families to assess needs, strengths and develop goals as well as provide services and opportunities that will build upon the individual strengths/needs of families. Monitor and ensure eligibility, recruitment, enrollment selection, and attendance. Review health information, write care plans, screen children, track all health information, provide information to families and follow-up about health issues and support a

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Comply with Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
3. Support and implement the mission and goals of Otero Junior College Child Development Services.
4. Will encourage and support parent involvement in all aspects of the Head Start program.
5. Compile and submit monthly reports to Family and Community Partnership Manager and Health/Nutrition Manager
6. Work in conjunction with Center Manager on weekly enrollment.
7. Maintain a file on each child with complete and accurate paperwork.
8. Keep an ongoing Child/Family Summary on each child; updated as a team throughout the year.
9. Ensure ongoing follow up of individual strengths/needs of families.
10. Communicate clearly with families respecting individual diverse cultures and customs.
11. Maintain file on local resources in conjunction with Family and Community Partnership Manager and Health/Nutrition Manager.
12. Set up and maintain ongoing recruitment and enrollment of children.
13. Maintain cooperative relationships with appropriate community services and facilities to include work with community agencies as needed regarding immunizations, physicals, dental care, vision and hearing follow-ups as directed by the Health/Nutrition Services Manager.
14. Advocate for children and families with local agencies.
15. Coordinate home visits with other Center staff.
16. Visit each home at least once during the program year.
17. Attend Family Advocate and Health team meetings.
18. Contact families by phone, letter or home visits as needed while their children are enrolled in the program.
19. Work with parents to identify family goals, strengths and identifying needs, necessary services and other supports through completion of the Family Partnership Agreement.
20. Assist parents in communicating and becoming child's advocate with teachers and other personnel regarding transition of child(ren) into other programs.
21. Help to provide education and training to parents to exercise their rights and responsibilities concerning the education of their children.
22. Facilitate educational parent classes and workshops.
23. Establish and maintain PIR tracking.
24. Work with Health/Nutrition Services Manager to define child & family health-nutrition needs, assist with appropriate follow-up with families and CDS staff.
25. Review of health and nutrition information for all newly enrolled children to identify children with special health and nutrition needs. Complete a Health-Nutrition Tracking Form for each child.
26. Work with the Health/Nutrition Services Manager to define child and family health-nutrition needs and assist with appropriate follow-up with families and CDS staff. Screening all enroll children, to include heights and weights, hearing testing, vision testing, write care plans, hemoglobin testing for anemia, blood pressure readings in required time frames. Assist in arranging dental screenings.
27. Assessment of immunization status of all children by reviewing immunization records and collecting immunization information from health care providers and health departments.
28. Maintain immunization and health records on all children and ensure immunizations are recorded on CIIS.
29. Manage center based tracking system to assure physicals, immunizations, and screenings are up-to-date for all children.
30. Assist in coordination of care with all disciplines. Complete the health section of a staffing form for all children with disabilities as assigned by the Disabilities Manager.
31. Perform home visits and other appropriate follow-up as assigned to insure that immunizations are up-to-date, physicals are being completed, and health needs are being met.

32. Assist with health related classroom teaching activities for children.
33. Provide parent education on health related topics, such as CPR/First Aid, immunizations, health screening, and other health topics as assigned by the Health/Nutrition Manager.
34. . Encourage and teach these practices to center staff.
35. Review all incident reports for children at centers and provide follow-up as needed.
36. Act as a role model and teach health and safety for children, families and staff.
37. Will encourage and support parent involvement in all aspects of the Head Start program.
38. **QUALIFICATIONS/SKILLS:**
  1. Minimum of an Associate's Degree in social work, family studies, early childhood education, nursing or related field or equivalent combination of education, training and experience. Preferred BA in social work, family studies, early childhood education, nursing or related field. If nurse must hold a current Colorado Nursing License with no conditions pending and keep current.
  2. Two years of appropriate experience working with families
  3. Must be computer literate with knowledge for Microsoft office programs.
  4. Must be eligible to work in a child care setting.
  5. Must have or obtain a valid First Aide and Infant / Child CPR card and keep current.
  6. Be a positive role model for children; language, dress and behavior must be appropriate to a child care setting.
  7. Must show emotional stability and maturity.
  8. Sensitive to cultural diversity.
  9. Must be able to establish an atmosphere of trust and respect with Head Start families, children & staff.
  10. Adhere to strict standards of confidentiality.
  11. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
  12. Must be able to work effectively as a member as a team.
  13. Must submit regular on-going medical statements and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired for. Pursuant to State of Colorado Rules Regulating Child Care Centers and HS Performance Standards.
  14. Must be sympathetic to goals and objectives of the CDS Program.
  15. Must be able to organize and maintain an up-to-date and accurate record-keepings system.
  16. Knowledge of community facilities and resources highly desirable.

**Finalists will be required to provide evidence of the above qualifications.**

Salary: depending on education and experience

Benefits: PERA, medical, dental, vision, life, and sick leave

## APPLICATION INSTRUCTIONS

*For consideration, an applicant must complete CDS application and provide copies of college transcripts*

### Applications Available:

CDS website – [cdsheadstart.com](http://cdsheadstart.com) on employment page  
CDS Central Office, 200 Burshears, La Junta, CO 81050

### Application Deadline: until positions filled

### Submit Application To:

Otero Junior College Child Development Services

Mailing address: 1802 Colorado Avenue, La Junta, CO 81050

Location address: 200 Burshears Avenue, La Junta, CO 81050

Fax: 719-384-1096

**Inquires May Be Directed To:** Michelle Weaver (719) 384-3103

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

Otero Junior College Child Development Services must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition direct deposit is required for all new employees.

Otero Junior College Child Development Services does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Avenue, Macdonald Hall, Room 221, La Junta, CO 81050 (719) 384-6824 or the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204 (303) 844-5695.

To learn more about Otero Junior College Child Development Services, visit the website at [cdsheadstart.com](http://cdsheadstart.com)