

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

HOMEVISITORS—Full-time La Junta; Part-time Boone

Provide direct services to expectant families and their children birth to three in a home-based program. Will promote healthy development of infants and toddlers by taking into account the needs and resources of families as well as the basic needs of the children. Will help meet the needs of families by helping them utilize the services of other community agencies.

POSITION DESCRIPTION:

1. Comply with Early Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
2. Support and implement the philosophy and goals of Otero Junior College Child Development Services.
3. Encourage and support parent involvement in all aspects of the Early Head Start program.
4. Visit each family on the caseload weekly on a regular and consistent basis.
5. Assist families in identifying goals, strengths, and necessary services and supports that may be required to achieve family goals.
6. Conduct regular and ongoing observation, screening and assessment of children in cooperation with parents, specialists and coordinators.
7. Reschedule cancelled home visits in a timely matter.
8. Foster the growth and development of infants and toddlers through building upon the principles of adult learning that encourage and support parents as the primary educators of their children.
9. Plan home visit a plans in collaboration with the child's parent(s) drawing from the program resources.
10. Accurately and timely document the content, progress, data and observations from each home visit.
11. Participate in supervision sessions and staff meetings.
12. Work under the direction of the Content Coordinators and Specialist to ensure quality services are implement in all content areas,including services to pregnant women.
13. Make referrals to appropriate Early Head Start staff or agencies under the direction of the Content Coordinators and Specialist.
14. Assist families in making and following through with necessary appointments as indicated on the Family Partnership Agreement.
15. Participate in inservice and on-going trainings.
16. Plan and coordinate bi-weekly socialization groups for parents and their children.
17. Plan appropriate parent education activities that are implemented during the socialization groups.
18. Maintain accurate and up-to-date records in compliance with CDS policies and Head Start Standards.
19. Report and document any suspected child abuse and neglect in compliance with Colorado law and agency policies and procedures.
20. Other program related duties assigned by the supervisory personnel and/or director.

Bus Driver Job Duties:

21. Follow current Head Start Policy regarding the safe transportation of children.
22. Disclose all traffic citations regardless of penalty to transportation specialist immediately.
23. Check all safety features of vehicle and complete "Vehicle Checklist"
24. Report vehicle maintenance problems immediately to supervisor and fax vehicle checklist to Transportation Specialists.
25. Report all accidents immediately to immediate supervisor and transportation specialist, complete drug test within 2 hours of the reported accident and fill out Accident Report Form.
26. Conduct emergency evacuation practice and document monthly..
27. Educate children and parents in safe transportation/pedestrian safety.

QUALIFICATIONS/SKILLS:

1. Minimum: Home Visitor Child Development Associate or two year degree in Early Childhood Education, nursing, social work, special education or related field. Preferred: Bachelors in Early Childhood Education, nursing, social work, special education or related field.
2. Experience working with families and infants and toddlers.

3. Reliable transportation.
 4. Willing to work non-traditional, flexible hours.
 5. Computer literate with knowledge in Microsoft office programs as it pertains to your position.
 6. Eligible to work in a child care setting.
 7. Have valid First Aide and Infant /Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
 8. Positive role model for children; language, dress and behavior must be appropriate to a child care setting.
 9. Show emotional stability and maturity.
 10. Sensitive to cultural diversity.
 11. Able to establish an atmosphere of trust and respect with HS families, children and staff.
 12. Able to adhere to strict standards of confidentiality.
 13. Demonstrate the highest standard of personal integrity, truthfulness, honesty and ethics.
 14. Able to work effectively as a member of a team.
 15. 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.
 16. Sympathetic to goals and objectives of Child Development Services.
 17. Interested in continuing training.
 18. Spanish/English bilingual helpful.
- ### Bus Driver Qualifications/Skills
19. Have or willing obtain (training provided) and maintain a valid and current CDL License with proper endorsements.
 20. Provide current copy of Motor Vehicle Record from Drivers License Bureau annually.
 21. Willing to submit to Drug and Alcohol Test as required by Federal Law and company policies.
 22. Present current and valid DOT medical examination form and keep current.
 23. Ability to handle responsibility for transportation and to request assistance and guidance through appropriate channels.

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

Salary: depending on education and experience

Benefits: PERA, medical, dental, vision, life

APPLICATION INSTRUCTIONS

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

Applications Available:

CDS website – cdsheadstart.com on employment page

CDS Central Office, 200 Burshears, La Junta, CO 81050

DEADLINE FOR APPLICATION:

Friday, Oct. 23, 2020

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