



Foundation for Early Childhood Education, Inc.

Early HEAD START/ HEAD START / STATE PRE-SCHOOL

Excellence in Early Childhood Education and Human Services

3450 East Sierra Madre Boulevard * Pasadena, CA 91107 * Tel: (626) 572-5107 * Fax: (626) 572-7663

JOB POSTING

[Employment Opportunity](#)

Posted Date: October 17, 2024

Deadline Date: Oct. 31, 2024, or until filled.

Position Title: Family Services Associate (FSA)
Reports to: Family Services Specialist and ERSEA Coordinator
Department: Family Services
Employment Status: Full-Time (40 Hours Per Week), Full-Year, Non-Exempt, and Union Position
Compensation Range: \$20.71-\$22.86 (Step 7-Step 15) Hourly Rate and Benefits + \$500 New Hire Bonus

We are currently seeking energetic, committed individuals who want to make a difference in the lives of children and families in Los Angeles County! We are hiring a Family Service Associates (FSA) who manages a caseload of families and implements activities related to Early Head Start, Head Start, and State Preschool. The FSA recruits eligible families in our neighborhoods, completes enrollment applications, completes data entries related to children and family information onto our database system, and supports families during the school year.

Weekend and evening work will be assigned for recruitment purposes and community outreach in neighborhoods that are identified as low-income and disadvantaged.

- *Recruitment will require canvassing these neighborhoods by foot.*

A hiring bonus of \$500 is offered to you and is contingent on successful completion of the probation period as follows: \$250 will be paid at the successful completion of mid-point review (3 months from hire) and the remainder of the bonus \$250 will be paid at successful completion of the 6 months Introductory (Probationary) Period.

Generous Employee Benefits: ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

- **Paid Holidays, Sick leave, and Personal Necessity (PN) Hours: 13 Paid Holidays, 21 Days of Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours), 14 Paid Sick leave, includes 3 Days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment= 114)**
- **Employer Funded Retirement Plan- Foundation contributes 8.5% after one year of service and you can make voluntarily contributions at the start of your employment.**
- **Free Employee Assistance Programs**
- **Opportunities for advancement**
- **Tuition Assistance provided by LACOE for eligible staff.**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
Main Office (Pasadena) and Multiple Site Locations in Los Angeles County
Family Services Associates are assigned to work in locations of our HS/EHS/SPS sites.

- *Boyle Heights, Echo Park, Hollywood, and Lincoln Heights*

Review our website: www.foundationheadstart.org for specific site locations.

Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

Data-entry:

- Input and track relevant Child and Family data through the database system.
- Reviews all files of assigned families and verifies that entry into the database system is accurate in a timely manner.

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Family Services:

- Conducts home visits as needed, to complete required job duties (i.e., concerns with the child's attendance, recruitment/enrollment, completing family goals, etc.)
- Conducts assessment of family needs and supports families to develop skills needed to achieve their goals.
- Conduct on-going enrollment and parent orientations.
- Research for new resources in the community and establish relationships with local community agencies (i.e., dental clinics, medical clinics, shelters, food banks, etc.)

Health Services:

- Conducts Health Screenings: collect, maintain, and update health requirements, such as immunizations, physical and dental forms, and labs for Lead testing results, per child within the established timelines, and follow-up when needed.
- Educate parents on the importance of obtaining a regular physical (including labs) and dental examination for their child.
- Completes a master list per licensing regulations of students per site and update as needed when children leave or enter the site.
- Completes monthly inventory of first aid kits per site(s) assigned and refill as needed.
- Completes assessments such as height, weight, hearing, vision for all children from the assigned caseload within 45 days of the child's start date.

Recruitment-ERSEA:

- Canvassing neighborhoods to recruit eligible families (walking will be required).
- Collects all the necessary paperwork to determine a child's eligibility into the program including Birth Certificate, Proof of Address, and Income documentation.
- Recruitment/Pre-enrollment/Enrollment for eligible families to maintain full enrollment.
- Weekend and evening work including attending external events and/or participating in internal agency events will be assigned as needed to meet full enrollment during the program year.
- Will be required to travel do different sites and locations in the City of Los Angeles and surrounding areas including but not limited to the Boyle Heights, Echo Park, Hollywood, Lincoln Heights, and Pasadena (*Main Office*).
- Work collaboratively with other Family Services Associates for recruitment purposes, and as assigned.

*****Note: This job posting contains a summary of the duties listed on the Job Description*****

QUALIFICATIONS, EXPERIENCE, & SKILLS

- **Education:** High School Diploma and/or GED with a Family Development Credential.
- *An Associate degree is preferred but not required.*
- **Experience:** One year experience in a social service setting or a current/former Head Start parent.
- *Experience in a pre-school setting is a plus.*

Knowledge & Skills:

- Data entry and ability to handle multiple tasks and projects simultaneously.
- Effective and strong communication skills and knowledge of family engagement strategies, family outcomes, family needs, family partnerships, family dynamics, community resources, and social services/programs.
- Bilingual in English and Spanish is required.
- *ChildPlus experience (preferred but not required)*
- Knowledge and experience using Virtual Platforms (Zoom, Google Meet, GoToMeetings to setup and conduct meetings to actively participate and support program goals)
- Proficiency with computer applications such as Microsoft Office Suite, Windows, and the Internet

Licenses/Permits/Certifications:

- Automobile, Insurance, and Valid Driver's License is required.
- Family Development Credential: You will be required to complete this certification, pending LACOE guidance to meet the FSA requirements, per HR GIM. The ERSEA Coordinator and Human Resources Officer will assist you in the enrollment process for this certification.



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SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 Form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtaining fingerprint clearances from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI), prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License or have reliable transportation.

Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be performed by an employee successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

Please use the link below to complete the application and submit your documentation:

External Applicant Link:

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

Internal Applicant Link:

<https://talent.paylocity.com/Talent/Jobs/List?publicLinkKey=17eff847-f426-4170-8652-62276b005ec3>

Please Note: Applications and all required documents must be submitted through the Paylocity feature, letters of recommendations must be sent directly to hr@foundationheadstart.org by the due date listed in this job posting.

PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 23-24 to the following service area: Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.