

Kedren Community Health Center, Inc.  
**KEDREN Head Start State Preschool Programs & Family Service Center**  
(323) 777-1411 Office# (323) 777-1365 Fax#



*"Kedren...a family of giving, caring, and sharing...for all seasons."*

Current Job Opening as of June 30, 2010 to July 14, 2010

**EARLY HEAD START**  
**HOMEBASED FACILITATOR**

The EHS Homebased Facilitator is responsible for working with parents in their role as the primary educators of their children to nurture the parent-child relationship. Using adult learning techniques, the Homebased Facilitator provides parent education in child development and developmental milestones, developmental appropriate experiences, and health and safety, including safe environments in the home setting. The Homebased Facilitator works with other EHS staff to ensure parent-child interactions and group social activities for children and parents that promote learning, discussion, and social activity.

**Responsibilities:**

1. Implements a recruitment plan that ensures eligible families most in need of services enter the program when vacancies occur.
2. Facilitates learning for parents in child development, infant and toddler care, health, special needs, and other educational areas to support parents as the primary teachers of their children.
3. Assists families to build on their strengths and works with parents to develop plans to address goals for the EHS child and for the family taking into consideration cultural values, beliefs, and traditions.
4. Plans for and facilitates parent-child interaction, group socializations and parent support groups using strategies to ensure high attendance.
5. Identifies resources to support families in achieving their goals and conducts and documents follow-up to determine progress and ascertain if resources and referrals met the families' needs and expectations.
6. Participates on multi-disciplinary team involving case management and works with EHS team members to ensure quality outcomes for families.

**Requirements:**

- 1) Requires Associate's of Arts Degree in Early Childhood Education or Bachelor's of Arts/ Sciences from an accredited college or university in a related field with coursework (6) units in infant and toddler development.
- 2) Minimum of (2) to (3) years experience in Early Childhood, Social Services, or a family support program. Must have demonstrated experience providing parent education to families and knowledge of community resources.
- 3) Computer knowledge, including Excel, Microsoft Word, PowerPoint, and use of the Internet. Good writing, organization, and record-keeping skills required. Bilingual Spanish preferred.

Full-time/ Non-Exempt position, \$2,537.00 - \$3,622.00 per month plus fringe benefit package include medical, dental, vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: [l\\_mcmillan@kedrenheadstart.org](mailto:l_mcmillan@kedrenheadstart.org) \* Note: Parents will receive first preference with our application process.

For more information, you may contact the Department of Human Resources at (323) 777-1411, Extensions 203 or 116.