

Family Services Tech

Overview:

Colorado Early Education Network (CEEN) is a federally funded, non-profit organization that is geared towards supporting children's growth in a positive learning environment by providing early learning and development opportunities, health and physical development services, as well as promoting family well-being through continued education and strengthening parent-child relationships. This is a 42-44 weeks per year center-based; non-exempt; 40 hrs. per week position. For the Summer Months: Staff choose to either work during the summer (year-round work while the schools are closed) at the Main Office; or some staff choose job-attached summer furlough with unemployment benefits to be home with family.

Job Type: Full-time

Salary: \$20.16 - \$22.57 per hour

Hours Required:

7:30AM – 4:30PM if placed in a Half Day classroom

7:30AM – 4:15 PM if placed in an Extended Day classroom

Responsibilities:

- This position works in the center office of a licensed Head Start or Early Head Start center. This position works in collaboration with the Center Director (called a Site Education Manager) to support and provide services to families with children enrolled in the Head Start and Early Head Start centers.
- This position recruits, supports and assists families as they identify and meet goals through a center-based, family-oriented **case management model** for developing and carrying out the program Family Partnership Agreements.
- This position also includes responsibility for all children's files, enrollment/applications. This position must be able to maintain complete, current and accurate paperwork in each child's central file and proficiently utilize an online database software to enter all data in a timely and efficient manner.
- Recruits prospective families and assists with enrollment process; ensures Colorado Child Care Assistance Program (CCCAP) subsidies eligibility (for Early Head Start).
- Responsible for monitoring and compliance with applicable local, state and federal rules, regulations and standards. Responsible for adherence with all Head Start Program Performance Standards.

Required Qualifications:

- (1) High School diploma or GED is required; AA degree preferred in ECE, Family Development Studies, or related field (with 15 ECE Credits).
- (2) Minimum of two years of experience in a Social Work or Human Services or a related human services field with case management experience.
- (3) Must be committed to completing the Family Development Credential within 18 months of hire--the course is presented and paid for by CEEN Head Start during work hours.
- (4) Bilingual (English/Spanish) is highly preferred. Must be able to speak, read and write English proficiently.

Benefit Summary:

- Tuition Reimbursement up to:
 - \$1200/year for an AA degree
 - \$2400/year for a BA degree
- Choice of 3 separate health benefit programs, focused on flexibility and cost

- Employee Assistance Program that includes multiple free counseling sessions, access to a wellness coach, and work / life consultations for financial / legal and child / elder care
- Mental Health Resources through Contractors with UNC Psychological Services
- Health, Dental, and Vision insurance, alongside employer-matched 401(k) contributions

Additional Steps:

In order to quickly move through the hiring process, please have these documents prepared for our hiring team:

- (1) Completed Colorado Early Education Network job application
(<http://ceen.org/images/APP2021.pdf>)
- (2) The diploma required for your position (High School, AA, BA, etc)
- (3) Educational transcripts for any ECE credits earned
- (4) Hours of Experience letters from previous childcare employers

Colorado Early Education Network is an Equal Opportunity Employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.