



## AmeriCorps/First 5 Service Corps Program Job Posting

---

<b>Job Title:</b>	Napa County Quality Counts AmeriCorps Member (Bilingual)
<b>Program:</b>	Family Resource Center
<b>Job Class:</b>	Part-time/Non-Exempt Hourly
<b>Reports to:</b>	ParentsCAN and Community Resources for Children (CRC)
<b>Hours:</b>	Approximately 20 hours per week with some evenings/weekends required
<b>Compensation:</b>	Stipend: \$10,600 total for term plus \$2,907.50 education award, contingent upon completion of term of service.
<b>Term of Service:</b>	Minimum of 900 service and training hours in the 2017-2018 program year. Term begins as early as September 2017 through June 2018 or until hours are completed.

### Service Position Summary

The Quality AmeriCorps Member will support the Quality Counts efforts in Napa County. The vision of the consortium members is to "improve the quality of early care and education settings that serve children 0-5 in Napa County, ultimately resulting in improved child development and school readiness outcomes." A First 5 Service Corps AmeriCorps member will expand capacity at ParentsCAN and CRC to serve more caregivers by engaging children and their caregivers in informal settings.

Through their participation in the Quality Counts Consortium, CRC and ParentsCAN are partnering to teach parents and caregivers of young children about early child development and how they can support their children's communication, cognitive, social emotional and motor skill development necessary for success in school and life. At CRC, the AmeriCorps member will conduct outreach to informal settings to engage parents and caregivers on the importance of quality early learning and introduce the services provided under Quality Counts, including developmental screening. At ParentsCAN, the AmeriCorps members will assist with coordination of developmental screening activities, support parents with follow up activities and do outreach to the community about importance of early screening and quality early learning. Caregivers will be identified and encouraged to participate in Quality Counts.

### Primary Responsibilities

- Directly interacts with children and parents/caregivers in a positive manner
- Coordinate outreach activities to reach families of children ages 0-5
- Introduce the importance of quality early learning and the resources available in Napa County
- Encourage the engagement of informal caregivers in Quality Counts
- Create and assemble caregiver/parent incentive bags for distribution
- Provide developmentally appropriate information to parents/caregivers following policies and procedures
- Follow a system for ASQ follow up with parents and caregivers
- Presents a positive view of the ParentsCAN and CRC to the community
- As a mandated reporter, be responsible for reporting any suspicion of child abuse to your supervisor
- Completes documentation of Service Activities as required

### **Supervision and Training**

- Attend weekly individual supervision meetings with Supervisor
- Attend team meetings/team building activities as requested
- Attend required trainings provided by Prevent Child Abuse California, First 5/AmeriCorps and Host Sites specified trainings
- Meet schedules and timelines
- Work independently and follow supervisor(s) directions
- Comply with all AmeriCorps standards and guidelines

### **Knowledge, Skills, and Abilities**

- Must be able to read, write, speak and understand the English and Spanish languages
- Ability to communicate clearly both orally and in writing
- Ability to work with diverse workgroups and serve families and children with diverse economic, social, racial, and cultural backgrounds
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms
- Demonstrate strong organizational skills and ability to manage multiple tasks in an efficient manner
- Skill to maintain a professional, confidential work environment
- Knowledge of child abuse issues, substance abuse and family dynamics
- Knowledge of child development and behavior
- Experience in social services in community settings with families preferred
- Able to deal with stressful situations

### **Other Qualifications**

- Must be at least 18 years of age
- Must be a U.S. citizen or lawful permanent resident
- Clearance of DOJ and FBI fingerprinting and background check
- Must possess a high school diploma or GED
- Must possess a valid California Driver's license, reliable transportation and auto insurance
- Must report to service site as scheduled and agreed upon with Supervisor
- Able to travel between sites and to offsite events
- Able to lift 25 pounds.

**Deadline to apply:** Until filled

**Start Date:** As soon as possible

**Apply via Email to:** Marti Querner, ParentsCAN | [parents@parentscan.org](mailto:parents@parentscan.org)  
Subject line: Napa County Quality Counts AmeriCorps Member (Bilingual)

Please note that we will only consider inquiries complete with current resume and a cover letter specifically stating how you feel your qualifications match what we are looking for in the Bilingual Napa County Quality Counts AmeriCorps Member. We look forward to hearing from you.

**NOTICE:** This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.