



We are pleased to announce that we are seeking qualified applicants for the position of
JUNTOS APRENDEMOS INTAKE SPECIALIST & RESOURCE NAVIGATOR

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Juntos Aprendemos Intake Specialist & Resource Navigator**
40 hours/week, days/hours TBD, 210 days/year

LOCATION: **High Desert Regional Education Center, Redmond**

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$18.71 - \$22.76/hr
 Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

QUALIFICATIONS: **DEFINITION** The Intake Specialist is responsible for completing intake activities, and conducting home visiting screenings to better understand the developmental needs of each child entering the program. They will be responsible for initial summer intake and year round, on-going case management support for families. This position requires a high degree of organization in scheduling, entering and maintaining data, conducting phone and/or in-person interviews of parents and caregivers, completing developmental screenings, and writing clear and concise summaries. In addition this position will coordinate children, 3-5 years, and family services by referring to county and community-based agencies. The specialist will identify gaps in services and assist in developing supports to increase access for families and children.

QUALIFICATIONS The Intake Specialist needs a high school diploma/GED. This experience may include relevant work in a similar office environment, or relevant work in an educational setting. A working knowledge of community resources and social service practices. The advocate must have strong communication skills in order to successfully interact with and engage children, site staff, community members and parents. The specialist must have skills and knowledge required to work with high need families and children and social service agencies with the ability to work autonomously. General clerical, computer (MS Word & Excel), and organizational skills are required. The specialist must have the ability to perform clerical duties to prepare specialized program reports with a minimum of supervision. A cooperative manner and the ability to work as part of a team is required. This job requires the ability to understand and respond to the needs of families and children. The specialist must be able to act as a liaison with parents, site staff and community in order to facilitate access to services. It's important that they have the ability to distinguish between their role in coordination of services versus counseling. Must have access to reliable transportation and consistent attendance is required. Willingness to work a flexible schedule, including some evenings and weekends when needed. Must be able to bend, stoop, and lift up to 50 pounds. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
 Gabriela Peden, 541.745.4355, gabriela.peden@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 7/29/2022
 DIRECTOR OF HUMAN RESOURCES
 Posting # C22-23/122

Juntos Aprendemos Intake Specialist & Resource Navigator

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Additional Qualifications

Spanish speaking is required, both written and verbal. Juntos Aprendemos parent participant preferred

Classification Classified

Reports To Juntos Aprendemos Program Manager

Performance Responsibilities

1. Complete intake and screening process with parents/guardians of children referred for eligibility evaluations.
 - a. Complete telephone interview.
 - b. Schedule Home visit
 - c. Guide families through registration process which includes health and developmental screening, kindergarten readiness pre-evaluation and program registration forms.
 - d. Enter child information and document all activities in the database.
2. Complete written report summarizing information gathered through the intake process.
3. Follow-up with families after initial outreach to schedule home visits and assess child and family needs
4. Work successfully in a team setting with professionals and peers. Collaboration with Parent and Kids team leaders to support families.
5. Read, understand, and carry out oral and written instructions, in Spanish and English
6. Communicate clearly and appropriately verbally and in writing.
7. Communicate appropriately and regularly through the use of email. .
8. Providing continuous cultural and linguistic specific follow-up, and connection to resource for families who need this support
9. Must show initiative in developing and connecting with community resources
10. May assist in coordinating special events
11. Maintain record keeping system for Juntos Aprendemos reporting
12. May solicit volunteers to participate in special projects, Parent and Family Education, etc
13. Awareness of ever-changing resources in the community, maintaining on-going relationships with community partners
14. Participate in ongoing Juntos Aprendemos meetings and Juntos Aprendemos trainings
15. Respect and maintain confidential information in all situations
16. Fulfill other related duties as assigned
17. Sit on FAN Advisory board and/or other committees that will support networking and resource education
18. Program and procedures that promote equity and advance the interest of Latinx families in the areas of early learning and education.

Terms of Employment Salary, benefits and vacation are established by policy, funding specifications and the collective bargaining agreement.