

At Easter Seals South Florida we are always looking for talented individuals who are passionate about our mission to join our team.

Carrier Opportunities for our Head Start & Early Head Start Programs

Current Job Opening:

Administrative Assistant:

This is a position within the organization that provides highly detailed and complex administrative and programmatic support, assisting in the coordination of all services related to the Head Start, Early Head Start and other regulatory bodies within the Head Start/Early Head programs. Incumbent in this position demonstrate sensitivity to the service population's cultural and socioeconomics characteristics.

Requirements:

- High school diploma with two years experience in secretarial work.
- Head Start/Early Head Start working experience.
- 45 DCF training hours preferred or within 1 year of hire.
- Ability to effectively communicate, verbally and written, with diverse (educational background, cultural, race and ethnic) groups or individuals.
- Ability to work under pressure, maintain accuracy and meet deadlines.
- Strong computer skills. Proficiency with Microsoft Office applications and accounting software.
- Ability to work with staff, participants and the public in a professional and concerned manner

Job Opportunities for our current waiting list:

Teacher

Responsible for classroom operation including, planning, carrying out activities and maintaining the classroom environment according to the Department of Children and Families, and Early Head Start/Head Start Performance Standards.

Requirements:

- A bachelor degree in early childhood education; or a bachelor degree with 18 credits in early childhood education with experience teaching preschool-age children ;or An associate degree in early childhood education; or an associate degree with 18 credits in early childhood education with experience teaching preschool-age children.
- DCF 45 hours (Introductory Child Care Training-40 Hours and Literacy Requirement-5 hours; and Supervisory teaching experience

Teacher Assistant

Assists the teacher in conducting developmentally appropriate activities for children according to the department of Children and Families, and Head Start/Early Head Start performance standards.

Requirements:

- High School Diploma or GED.
- 45 hours of training from the Department of Children and Families (Introductory Child Care Training-40 Hours and Literacy Requirement-5 hours).
- An active National Child Development Associate Credential required or; or have an associate or baccalaureate degree in Early Childhood Education.

Social Worker

Serves as a family advocate and liaison between family/client and community services and a support system for families within the Easter Seals Head Start/EHS programs and the community in accordance with Head Start/Early Head Start requirements. Additionally, this position works in collaboration with other staff, families, community partners and regulatory bodies. Incumbent demonstrates sensitivity to the service population's cultural and socioeconomic characteristics

Requirements:

- Associate of Arts degree in social work or related field preferred.
- Minimum 1 years experience in social service setting.
- 45 DCF training hours preferred or within 1 year of hire.
- Bilingual preferred (Spanish & English).
- Ability to effectively communicate, verbally and written, with diverse (educational background, cultural, race and ethnic) groups or individuals.

Secretary

Responsible for supporting the Center Director in the development, planning, coordination, and implementation of the programmatic operation of the Head Start/Early Head Start programs. Duties may include gathering data, record keeping, completing reports, manage attendance process and the USDA food program, prepare materials for Parents Committee meetings, among others.

Requirements:

- High school diploma with two years of experience in secretarial work. Bilingual required (Spanish & English). 45 DCF training hours or within 1 year of hire.
- Ability to effectively communicate, verbally and written, with diverse (educational background, cultural, race and ethnic) groups or individuals.
- Strong computer skills. Proficiency with Microsoft Office applications and accounting software.
- Ability to work under pressure, maintain accuracy and meet deadlines.
- Ability to work with staff, participants and the public in a professional and concerned manner.

Please email your resume to: employment@sfl.easterseals.com
 Or, fax your resume to: 305.325.0578, Attention: Enid/Human Resources Department.

Internship Opportunity:

Easter Seals Head Start/Early Head Start is looking for enthusiastic, professional, and dedicated undergraduate and graduate students with Behavior Analysis coursework. Individuals will contact hands on experience implementing ABA in the school setting.

Student Interns will be responsible for:

- Implement 1 on 1 ABA intervention for Head Start/EHS students.
- Create individual plans, monitor progress, administer assessments, make intervention decisions based on data.
- Develop and implement parent training activities.
- Create and deliver trainings to our teaching staff using evidence based strategies such as BST.
- Collaborate and work closely with our team of Head Star/EHS professionals.
- Attend professional development trainings.
- Support behavior research project activities.
- Attend weekly team meetings.

- ☐ Work closely with a Behavior Analyst.

Flexible schedules are available for student interns. For more information contact *Fiorella Scaglia* at:

fscaglia@sfl.easterseals.com

It is the policy of Easter Seals South Florida to hire and promote employees based on qualifications only, without regard to race, religion, color, national origin, sex, marital status, age or handicap.