



JOB POSTING

POSTING DATES: January 28, 2010 thru February 4, 2010

DIVISION: Vistas Nuevas Head Start

POSITION TITLE: Assistant Director of Child Services

DIRECTLY RESPONSIBLE TO: Division Director

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Division Director, to plan, develop, coordinate and implement program management operations and to perform related duties as required.

QUALIFICATIONS:

- BS or BA from a university of recognized standing with specialization in early childhood education, a behavioral science, business or public administration.
- Two years experience in community organization work with some supervisory experience.
- Considerable knowledge of administrative principles and methods as applied to federally funded programs.
- Good writing skills.
- Thorough knowledge of program reporting, monitoring and evaluation format.
- Knowledge of city building codes and licensing standards.

Must pass licensing requirements; criminal clearance, Central Registry Clearance (FIA), drug screen.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW code of Ethics and incorporate Continuous Quality Improvement efforts into their everyday performance.

DUTIES:

- Supervise the activities of Content Area Specialists.
- Serve as Director in the absence of the Director.
- Assist with recruitment and enrollment.
- Engage in community events.
- Identify resources.
- Supervise staff.
- Develop training for staff as needed.
- Complete reporting requirements.
- Manage budget and expenditures.
- Seek additional resources and funding.
- Maintain records.
- Reach established goals.

Equal Opportunity Employer

Please send resume to:

Matrix Human Services, Human Resources Department
120 Parsons Street, Detroit, Michigan 48201

Email: dnewing@matrixhs.org