



**Neighborhoods for Learning Aide – Bilingual Preferred  
(Teacher’s Aide)**

**\$17.79 - \$26.25 per hour\* as of 7/1/2022**

**Full Time and Part Time, Non-Exempt**

**Multiple positions throughout Ventura County**

**Background**

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership, so all children reach their full potential.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products. F5VC is a family-friendly, employee centric workplace, with policies designed to support working families. F5VC offers an excellent comprehensive benefits package.

**First 5 Neighborhoods for Learning**

Recognized nationally for excellence, the Neighborhoods for Learning (NfLs) are resource hubs supporting children prenatal through age five and their families. NfLs offer Parent and Child Together (PACT) classes and resources for families with young children. Families can access developmental screenings, referrals, parent education, and more in familiar settings.

**Position Description**

The Neighborhoods for Learning Aide, under the direction of the NfL Administrator, supports staff in providing high-quality early learning and development services for children birth to age 5 and their families, including supporting Early Childhood Family Support Specialists in the setup, cleanup, and delivery of PACT classes.

The NfL Aide is an entry-level position. The Aide supports NfL staff in working with children and families to meet basic needs. They provide a welcoming environment and excellent customer service to families, staff, and stakeholders. In addition to serving families, the Aide may support general operations through managing phones and emails; preparing various letters, forms, and documents; filing; managing office supplies/equipment; routing mail; and performing general administrative duties.

**Typical Duties and Responsibilities**

Duties may include but are not limited to the following:

**PACT and Family Support Services**

- Greets and welcomes families (in person, virtually, and over the phone) in a culturally appropriate way

\*Starting salary is typically between \$17.76 – \$20.00 per hour; however, it is ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.

- Assists in the implementation of the PACT program which includes facilitating opportunities for children to interact with parent/caregiver and other children as well as parents/caregivers to interact with each other
- Provides administrative support to F5VC staff
- Assists with coordinating enrollment, events and meetings including developing invitation lists, and managing RSVPs
- Participates in community outreach activities
- Provides a safe, nurturing, and clean environment for children and their families
- Maintains a variety of confidential and non-confidential records (e.g. activity logs, phone logs, community resources, etc.)
- Supports dissemination of pertinent program information to parents and key community partners/stakeholders.

#### Organizational Capacity

- Participates in professional development activities to keep abreast of best practices and trends in for children prenatal to age 5 and their families
- Supports special projects and performs other duties as required
- Regularly drives and/or travels throughout Ventura County to perform the above job duties; driving is an essential function of this position

### **QUALIFICATIONS**

#### **Education**

Minimum 6 ECE units preferred, working towards associate's degree or equivalent in early childhood education, social services, public health, or related field preferred. High School diploma or equivalent required.

Bilingual Spanish/English strongly preferred.

#### **Experience**

This is an entry level position with no experience required. However, experience with young children and their families is a plus.

**Successful background and criminal clearance required**, including but not limited to, California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Department of Motor Vehicles (DMV). Proof of a valid California driver's license and reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

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

- Knowledge of or ability to learn about playgroups, parent/child dyads, programs, services, policies and issues that impact young children e.g. early childhood education, health and development; family support and well-being; and community engagement, including research-based, best, and emerging practices.
- Knowledge of or ability to learn about the Strengthening Families Protective Factors Framework, developmental screenings and the California Infant/Toddler Learning and Development Foundations and California Preschool Learning Foundations (Foundations)
- Ability to interact in a culturally appropriate way, and build relationships with a variety of constituencies, e.g. parents, and staff.
- Strong written and oral communication skills
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- Ability to maintain flexibility to respond to changing circumstances or priorities.

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- Good decision-making skills with use of good judgment in recognizing scope of authority.
- Ability to work well as a team member.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) desirable.

### **Work Environment**

- Some travel, primarily within the County and State to attend various meetings and events.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.
- Masks are strongly recommended when working in person.
- Staff are required to be fully vaccinated and boosted (if eligible) or submit to weekly coronavirus testing (PCR molecular or antigen).

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