



HEAD START CFS PROGRAM SPECIALIST

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



Program Summary: Head Start Program Specialist primary responsibilities will be to assist with the Head Start program in Health and Safety, with a particular focus on safe environments in an early childhood setting. Typical tasks for this position will be to provide technical assistance to staff on best practices for health and safety in an early childhood setting as well as coordination of large and small Head Start facility improvement projects. Including data entry, creating spreadsheets and managing information and timelines.

Position Summary: This position will provide training and direction to staff on best practices for health and safety in an early childhood setting as well as coordinate systematic self-assessment and improvement projects. We expect the chosen candidate to be an effective leader that is able to innovate and improve the program while keeping in mind the main focus is to serve the children and families.



SETA is looking for a candidate that has previous experience working in Early Childhood Education and/or Head Start/Early Head Start. The ideal candidate should be comfortable working on multiple projects at the same time, using multiple computer programs including the MS Office suite, and be comfortable working with and providing training to a very diverse population of staff and parents.

Salary: \$24.74 to \$31.57/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental Benefits, Life Insurance
Health Savings Account (HSA)
Modern Health (Mental Health Wellness Program)
Educational Reimbursement
Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)
Retirement Health Savings Accounts and 457 plans
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Personal Leave, Jury Duty
Regional Transit Monthly Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

- I. At least five (5) years of experience in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

OR

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent.

AND

- III. Two (2) years of experience working in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families
- IV. Bilingual skills are highly desirable.



SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

Who May and How to Apply: This is an OPEN examination.

Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application [Click Here to Apply](#)



Copies of all degrees, permits, and credentials must be attached to the application.

POSTING DATE: Thursday, January 22, 2024

FINAL FILING DATE: Monday, February 5, 2024

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP, and flu (or flu waiver).

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities. *SETA is an Equal Opportunity Employer.*