



JOB POSTING DATE: MARCH 11, 2019

Company Name: Project Self Sufficiency
Address: 127 Mill St, Newton, NJ 07860

Application Information for all positions:

All resumes and cover letters should be submitted to:
Deborah Berry-Toon, Executive Director of Project Self Sufficiency.

Resumes and cover letters may be emailed, faxed or sent:

Emailed to: pss@projectselfsufficiency.org:
Faxed to: 973-940-3501
Sent to:

Deborah Berry-Toon, Executive Director,
Project Self Sufficiency
127 Mill Street
Newton, NJ 07860

JOB DESCRIPTIONS

Social Worker/Case Manager

Full time Social Worker/Case Manager needed to provide case management, crisis intervention, group work and supportive counseling for low-income single parents and displaced homemakers in center-based and community-based environments. Facilitate goal-setting, refer clients to community and employability skills resources, maintain case records, and assist with agency events. Health benefits, 401k plan and on-site childcare available. Experience working in a related field a plus. Excellent written and verbal communication skills a must. Bachelor's degree required.

Home Visitors

Full-time home visitors needed to provide in-home health and parenting and support services as part of nationally recognized home visitation program to at-risk, pregnant, Spanish-speaking women or women with children and their families in Sussex, Warren and Hunterdon Counties. Demonstrate initiative, dependability and the ability to work independently and efficiently. Continually assess client needs, develop goals, provide appropriate intervention strategies and adjust services accordingly. Ability to communicate with staff and clients with sensitivity, flexibility and responsiveness to gender, race, ethnicity,

socio-economic status, religion, age, sexual orientation or special needs. Assume an active role in agency events. Provide culturally competent service delivery. Uphold ethical standards in accordance with Social Work Code of Ethics. Frequently required to stand, sit, walk, bend, use hands and arms and must occasionally lift up to 20 pounds. Must have own vehicle, valid driver's license, and acceptable driving record. Health benefits, 401k plan and on-site childcare available; Bachelor's degree required. Spanish-speaking a plus.

Grant Writer

Experienced grant writer with proven track record with securing federal and foundation grants needed. Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. Candidate will prepare, submit and manage grant proposals to federal, foundation and corporate sources; perform prospect research, work with finance to gather information, understand organization's history and programs, maintain database, track statistics, and assist with other fundraising projects. Strong written communication skills; ability and experience to work in deadline-driven environments; knowledge of fundraising sources, techniques and strategies. Health benefits, 401k plan and on-site childcare available;
Bachelor's degree required.

Computer Instructors

Part-time day and evening computer instructors needed. Expertise in QuickBooks and Microsoft Office applications mandatory. Good presentation skills, experience, and Bachelors' degree required. On-site childcare available.

Daycare Center Director

Director needed for Little Sprouts Early Learning Center. Supervise preschool teachers and childcare workers. Hire and train new staff members. Design program plans, manage curriculum, oversee daily activities, prepare budget, communicate with parents and caregivers. Develop and encourage age-appropriate learning and socialization to ensure children acquire basic skills and concepts. Supervise maintenance of a safe and healthy workplace in keeping with program goals and philosophy. Oversee communication between teachers and parents to help children progress towards educational and behavioral goals. Ensure that appropriate records such as progress reports, attendance and time sheets are maintained. Interface between Project Self-Sufficiency and daycare center staff; assist with agency events. Excellent communication and interpersonal skills, Bachelor's degree and experience in early childhood education required. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

Early Childhood Specialist

Full-Time Early Childhood Specialist need to promote Systems Collaboration with Early Childhood Systems of Care programs to link families to services based on need and eligibility, as well as provide Developmental Screening and Promotion, Oversight and Technical Support, and Reporting/Data Collection, CQI and Evaluation. The ideal candidate will have a strong background in early childhood development and an understanding of the parent-child relationship. They will work with local partners and families with developmental concerns and/or DCP&P involvement to ensure positive service linkages that improve outcomes for vulnerable families of infants and young children. The Early Childhood Initiative is embedded within Central Intake at Project Self-Sufficiency. Excellent interpersonal skills, written and verbal communication skills preferred. Bachelor's degree required.

Preschool/Early Education Teacher

Certified early education teacher needed to implement expanded preschool program for Newton school districts students ages 3 – 5 at the Little Sprouts Early Learning Center. Utilize storytelling, instructive play, media and other techniques to implement education program using Creative Curriculum. Observe and track children's progress. Collaborate with staff. Maintain classroom consistent with health and safety standards. Full time, health benefits and 401k plan available, experience preferred. Must be familiar with child development and preschool education practices. Excellent communication and instructional skills, Bachelor's degree and Preschool through Grade 3 Certification required.

Evening Childcare Provider

Child care giver wanted, part time, evenings, 6:00 – 9:30 p.m. for Little Sprouts Early Learning Center.

Provide care for children, including grooming, feeding, changing diapers, and cleaning rooms and toys.

Develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts. Maintain a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents. Coordinate art, music, games, and other activities. Promote positive behavior and provide guidance or approved discipline, as needed. Work with parents to help children progress towards educational and behavioral goals. Must have patience and be able to lift and carry children, as well as exceptional communication, teaching and interpersonal skills. Understanding of childhood development, experience and High School Diploma or equivalent required; Child Development Associates Certificate preferred. Limited on-site childcare available.

Day Care Center Teacher

Design and follow a full schedule of activities in accordance with Creative Curriculum at the Little Sprouts Early Learning Center. Maintain a healthy and safe classroom environment in accordance with program goals and philosophy. Encourage students' healthy intellectual and psychological growth. Provide basic care and caregiving activities, including supplying proper nutrition and addressing behavioral issues. Use a wide range of teaching methods to enhance the students' abilities. Evaluate children's performance and development. Maintain communication with parents. Collaborate with colleagues; attend in-service and staff meetings. Assist with agency events as needed. Adhere to teaching standards and safety regulations. Maintain student records, report progress to supervisors and participate in parent-teacher conferences. Supervise assistants, aides and volunteers in classroom. Must have demonstrable experience, excellent knowledge of child development and up-to-date education methods, strong communication and time-management skills, creativity, patience, flexibility and a desire to work with children. Certificate in first aid and CPR a plus. Full-time; health benefits and 401k plan available. Bachelor's Degree, Associates Degree, Child Development Associate certification or Early Childhood Teacher Certification required. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

Day Care Center Aides

Provide care for children at the Little Sprouts Early Learning Center, including grooming, feeding, changing diapers, and cleaning rooms and toys. Assist staff with creating lessons plans in accordance with curriculum objectives; develop and encourage age-appropriate learning and socialization to ensure children learn basic skills and concepts. Help maintain a safe and healthy workplace in keeping with program goals and philosophy. Monitor children during outdoor and indoor activities for safety, health, behavioral and emotional

issues. Work with teachers and parents to help children progress towards educational and behavioral goals. Keep all appropriate records such as attendance and time sheets. Coordinate art, music, games, and other activities. Promote positive behavior and provide guidance or approved discipline, as needed. Assist with agency events. Must have patience and be able to lift and carry children, as well as exceptional communication, teaching and interpersonal skills. Understanding of childhood development, experience and High School Diploma or equivalent required; Child Development Associates Certificate preferred. Competitive salary, health benefits, 401K plan, and limited on-site childcare available.

New Jersey Youth Corps High School Equivalency Instructor

Part-time facilitators needed to provide high school equivalency instruction to youth, ages 16 – 25, in grant-funded New Jersey Youth Corps program. Educate students in math, science, English and history; administer assessment testing. Related experience, Bachelor's degree, excellent presentation skills, written and verbal communication skills required.

New Jersey Youth Corps Program Associate

Full-time associate needed for high school equivalency and employability skills program for youth, ages 16 – 25, in grant-funded New Jersey Youth Corps program. Responsible for community outreach, student recruitment, facilitating academic instruction, behavioral assessments, and providing leadership with community service projects. Assist students with developing personal responsibility, self-discipline, socialization, work readiness skills, and entry-level occupational skills through classroom instruction and community service projects. Establish and maintain relationships with area business leaders and employers. Deliver employability skills training curricula in group setting. Facilitate transition services. Create and maintain database; generate reports of job development and training activities. Health benefits, 401k plan and on-site childcare available. Excellent verbal and written communication skills needed. Experience and bachelor's degree required.

Clinician

Full-time or part-time clinician needed for assessment, intake and counseling services for grant-funded housing and family stability program. Minimum five years' experience working with trauma-impacted families including mental health and substance abuse, preferably experienced and trained in Trauma-Focused Cognitive Behavioral Therapy. Health benefits, 401k plan and on-site childcare available; Master's degree in Social Work degree required.