Head Start Application Assister Specialist-Bilingual

NeighborImpact's Head Start continues to expand! Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Do you have an Associate’s degree with at least one-year experience in health or social services? Bilingual Spanish? Then the Head Start Application Assister Specialist position is for you! Come to work for one Oregon’s 100 Best Non-Profits and help affect constructive change in people’s lives.

Location: Head Start Redmond

Compensation: $17.74/hour

Hours: 40 hours/week subject to normal school year furloughs (furloughs are approximately a total of 10-12 weeks per year)

Benefits: Full-time positions are benefitted with 100% premium paid medical, dental, vision and life insurance, agency paid retirement plan (up to 6%!), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid holidays annually and a separate sick leave accrual

Deadline: Position to remain open until filled

NeighborImpact’s Head Start program Overview
NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact’s Head Start program, job applications can be found at www.neighborimpact.org/jobs.

Overview of Key Duties and Responsibilities:
The Application Assister Specialist is responsible for assisting clients in the application and renewal process for the Oregon Health Plan (OHP). The Application Assister Specialist will assist clients in the system navigation of the health insurance system, including assistance with private health insurance through Oregon’s Health Insurance Marketplace. This position has primary responsibility conducting outreach and promotional activities of the health care options in Central Oregon.

POSITION QUALIFICATIONS:
• AA degree required plus one year experience in a health or social service setting
• Or, high school diploma or GED required plus three years’ experience in an equivalent health or social service setting
• Bilingual in Spanish required
• Within 6 months of hire successfully complete an OHA approved Community Health Worker course
• Successfully complete OHA required training on a continuing basis
• Head Start work experience preferred - Head Start parent or past parent preferred
• Bending, stooping and lifting of up to 25 pounds
• Must have an initial health examination, including a TB screening and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
• Prior to date of hire and throughout employment, certification of the following are required: valid driver’s license, proof of current auto insurance, current enrollment in the Office of Child Care’s Central Background Registry, pass criminal history check OHA background
• Above certifications must be kept current to remain employed - Access to reliable transportation required
• Thorough knowledge of general office practices
• Strong working knowledge and demonstrated ability of Windows and Microsoft Office software, spreadsheets, database, and word processing - General knowledge of operating basic office equipment
• Demonstrated ability to be prompt and dependable

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs.