



JobLine Job Listing Form

Company/Employer: Menominee-Delta-Schoolcraft Community Action Agency

Department: Early Childhood Program

Name & Title of Contact Person: Sharon L. Reisner, ECP Administrative Assistant

Phone: [906] 786-7080 FAX: [906] 786-6889

Address: 111 North 5th Street, Escanaba, Michigan 49829

E-mail or Web Address: sreisner@mdsecp.com

Job Title: Special Needs Program Assistant - Manistique

Full Time Part Time Job Start Date: _____

Wage: \$ 10.08 - \$10.72 Hours: up to 28 hours each position

Short Job Description: **ESSENTIAL FUNCTIONS**

1. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as assigned.
2. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
3. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
4. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
5. Development and implementation of ongoing professional development goals as approved and/or assigned.
6. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
7. Complete all documentation and reporting requirements in an accurate and timely manner.
8. Support the program's efforts to generate Non-Federal Share.
9. Serve as a child care provider for family involvement activities.
10. Complete training as assigned based on collaboration with ISD
11. Attend IEP meetings as assigned.
12. Maintain regular and punctual work attendance.
13. Abide by all CAA/Early Childhood Program Personnel Policies.

Qualifications/Experience:

Experience: Experience working with preschool developmental delays is preferred.

Education: High school diploma/GED and experience in early childhood services required. Early childhood training/ coursework and/or Child Development Associate preferred.

Application Process:

If qualified and interested, please go to our website at www.mdscaa.org to complete an application and send it with your resume with the position applying for on the outside of the envelope to: AGS Reisner, 111 North 5th Street, Escanaba, Michigan 49829 no later than March 14, 2019.

FAX: (906) 789-6924

Phone: (906) 786-5802 Ext. 1306

E-Mail: Kathy Wolak wolakk@baycollege.edu