

CITY OF LOS ANGELES
COMMUNITY DEVELOPMENT DEPARTMENT (CDD)
COMMUNITY ADMINISTRATIVE SUPPORT WORKER III (CASW)
PART-TIME EMPLOYMENT OPPORTUNITY

The Community Development Department (CDD) of the City of Los Angeles has one opportunity for the position of Community Administrative Support Worker III (Parent Educator) in City FamilySource Centers located in various locations throughout the City of Los Angeles.

CASW III (PARENT EDUCATOR) LOCATED CITYWIDE
\$16.25 per hour

The CASW III (Parent Educator) will assist in the implementation of American Recovery and Reinvestment Act (ARRA) funded FamilySource programs provided in City FamilySource Centers. Duties to include but are not limited to:

- Conduct parenting classes and parenting seminars
- Provide parent education workshops and course of study for parents, especially teen parents and parents of teens
- Display an accepting attitude and willingness to work with diversity in family structure, ethnicity, language, ability, income, etc.
- Plan, implement and set up the classroom environment
- Assist in assessing changing curricular needs and offer plans for improvement
- Maintain effective and efficient record keeping procedures
- Collaborate with peers to enhance the instructional environment
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating
- Attend all directed meetings, seminars, workshops, staff development trainings, etc.
- Respond to program inquiries from the public
- Will occasionally be assigned to duties for training purposes or to meet changes or emergencies
- Perform other duties and responsibilities as assigned by supervisor

Minimum requirements:

- Must have completed a course in parent education as provided by the Parent and Community Services Branch of LAUSD or its equivalent, and have a minimum of one year experience providing parent education
- Experience working in an educational, social services or family literacy setting
- Possess strong oral and written communication skills
- Valid California Driver's license and proof of valid auto insurance
- Willingness to travel to provide instruction at various sites throughout the City of Los Angeles
- Bi-lingual Spanish preferred

Application Process: Submit a CASW application to the CDD, Human Resources Division, 1200 W. 7th Street, 4th Floor, Los Angeles, CA 90017. CASW Applications may be obtained online at www.lacity.org/CDD/man_hr.html or at one of the FamilySource Centers. If you have any questions, you may contact Maria Chavez at (213) 744-9700.

Filing Deadline: 5:00 p.m. on Thursday July 2, 2009 or until sufficient applications are received.

Selection Process: The selection process shall consist of the following evaluation: Each candidate's personal and professional qualifications, as delineated in his or her application, will be reviewed for qualifications relative to those of the other candidates. Those candidates who present qualifications that most closely match those necessary for the position may be invited to interview and/or to participate in the written exercises.