



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
EHS Special Needs Assistant	Full Time/Non Exempt	9/13/2019
Department/Location	Entry	Closing Date
Early Head Start	*\$10.06 per hour	Open until filled

Required Education & Experience:

Associate's Degree (two year college or technical school) in Special Education, Early Childhood Education or Social Work. Two years supervised experience with special needs children are required. An equivalent combination of education and experience may be substituted for the formal degree.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.
Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.
Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

- Collaborate with the Family Advocate Supervisor, classroom teacher and family support team to create an environment to support the needs of each child with special developmental, behavioral or learning needs.
- Aid the child to improve educational and emotional development.
- Implement services and activities designated on the child's IFSP/IEP or individualized plan.
- Provide support to parents in the acceptance of the child's special needs
- Prepare ongoing documentation and maintain records on child's behavior and development.

Knowledge:

- Applicant must be able to:
- Have own transportation to move to various work site locations and provide proof of and maintain vehicle liability insurance and annual state vehicle inspection.
 - Have an annual physical and tuberculosis test indicating free of TB, obtain and maintain up-to-date First Aid and CPR certification.
 - Crisis Prevention/Intervention certification (CPI) is preferred.
 - Ability to speak Spanish as a second language is preferred.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

"An Equal Opportunity Employer"
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.