



# Open positions at Wu Yee!

## WHO WE ARE:

Wu Yee delivers comprehensive services throughout the City of San Francisco. We serve over 4,000 children, families and child care providers each year.

We provide Early Head Start, Head Start, and State Preschool programs, Child Care Resources and Referrals, Child Care Subsidies and the Family Child Care Quality Network (FCCQN). The phrase “wu yee” means “protector of children” in Cantonese, and truly, children are at the heart of everything we do. If you’d like to learn more about who we are, please visit [wuyee.org](http://wuyee.org).

## WHY WORK FOR WU YEE:

Wu Yee is committed to the professional development and ongoing support for all staff. Wu Yee offers competitive wages and benefit plans which include medical, dental, vision and acupuncture/chiropractic care for employees and their families. In addition, Wu Yee offers an employer-sponsored shared-contribution 403 (b) retirement plan, pre-tax benefits and flexible spending accounts for health, dependent care, and employee referral services.

Please see below are some of the positions we have. For more details on these jobs go to: <http://www.wuyee.org/careers>. If you are interested, please email your resume to: [humanresources@wuyee.org](mailto:humanresources@wuyee.org)

## POSITION HIGHLIGHTS:

**ERSEA Specialist** –Full-time position - The ERSEA Specialist will maintain the eligibility, recruitment, enrollment, and selection system for the program. Provide direct assistance to families including conducting family interviews, to begin and complete the application process for Head Start/Early Head Start and CDE application process as needed. Bilingual Cantonese/English and/or Spanish/English required. Bachelor’s degree required, Social Services, Child Development or Business Administration preferred.

**Family Advocate – Full-time and Part-time position available-** The Family Advocate (FA) promotes family wellness and parent involvement in the Early Head Start/Head Start Programs while acting as a liaison between classroom and home settings in the areas of health and family services. Manages a caseload of 35-45 families. Bilingual Cantonese/English and/or Spanish/English required, 2 years working with children or family services. Bachelor's degree required, skilled in handling sensitive situations and the ability to support family needs.

**Family Community Partnership Manager – Full-time position –** The Family Community Partnership Manager ensures active participation of Early Head Start/ Head Start families. They will ensure staff awareness of community resources by networking with agencies in the community and help ensure families have access and receive resources to meet their needs. 7 years working with children and families and 5 years supervisory experience. Bachelor's degree in Social Work, Psychology or related field required.

**Family Services Specialist – Temporary position -** The Family Services Specialist works with families to evaluate program eligibility, performs intake interviews and subsidized child care needs assessments with all eligible target population families. Counsels and assists families in locating child care services and provides appropriate supportive services and community resource. Bilingual Spanish/English required, knowledge of childcare issues and childcare system. Bachelor's degree in Human Services, Education or Social Work OR one year paid experience working in child development or human services field.

**Floating Resource Teacher – Full-time position –** The Floating Resource Teacher provides coverage and support to teaching staff. They will provide consistent, responsive and respectful care to the children, and is also responsible for the safety, care, and development of all of the children. 1 year of teaching experience with young children and diverse populations. Child Development Associate Teacher's permit required.

**Home Visitor – Full-time position –** The Home Visitors enhances the role of parents as the primary educator of the child by providing comprehensive Early Head Start Services in the home setting. The Home Visitor visits parents and children in their homes and helps integrate education goals, and prepares children for success. Bilingual Cantonese/English required, two years of experience in early childhood development, family services or pediatric health. Associate's degree in Child Development, Social Work, Psychology or related field required. 12 units of Early Childhood Education required of which 6 units must be in Infant and Toddler coursework.

**Preschool Associate Teacher** – Full-time position – The Associate Teacher assists in developing an engaging environment that reflects the cultural values and diversity of the children and families served. They provides consistent, responsive and respectful care to the children as a primary caregiver (teacher), and is also responsible for the safety, care, and supervision of all children in the classroom. Minimum of 1 year teaching experience with young children and diverse populations. Child Development Associate Teacher’s permit required.

**Preschool Lead Teacher** – Full-time position – The Lead Teacher creates an environment to reflect the cultural values and diversity of the children and families served. They are also responsible for the implementation of lesson plans and classroom activities, as well as ongoing monitoring of the environment and interactions in the classroom. Minimum of 2 years of teaching experience with young children and diverse populations. Bachelor’s degree in Early Childhood Education or related field and a Child Development Teacher’s permit is required.

**Resource Teacher** – Full-time position – The Resource Teacher provides coverage and support to teaching staff. They will provide consistent, responsive and respectful care to the children, and is also responsible for the safety, care, and development of all of the children. 1 year of teaching experience with young children and diverse populations. Child Development Associate Teacher’s permit required.

**Substitute Teacher** – Part-time position – The Substitute Teacher works with teachers following all established classroom practices and rules to ensure safe, secure, welcoming, fun-filled learning environments for Early Head Start/Head Start Children. The Substitute Teacher is required to be available between the hours of 7:30a.m-5:30p.m. Monday through Friday, to be on call and ready to come in as needed. Minimum of 6 units in Early Childhood Education required. Assistant Teacher’s permit required.

**Substitute Teacher II** – Part-time position – The Substitute Teacher works with teachers following all established classroom practices and rules to ensure safe, secure, welcoming, fun-filled learning environments for Early Head Start/Head Start Children. The Substitute Teacher II is required to be available between the hours of 7:30a.m-5:30p.m. Monday through Friday, to be on call and ready to come in as needed. Minimum of 12 units in Early Childhood Education required. Associate Teacher’s permit required.

**Wu Yee Children's Services is an equal opportunity employer**

*We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law.*