



## Coastal Community Action, Inc.

CCA, Inc. a private, non-profit corporation is building a diverse workforce and encourages applications from candidates who enjoy making a positive difference in people's lives. If you are a dedicated and hard working individual who values diversity, economic justice and the ability to improve the quality of life for those living in poverty, we invite you to join our exceptional team. We offer eligible employees an excellent benefits package which includes Medical, dental, life and 401K. You can locate current information on careers and how to apply to Coastal Community Action on our website at [www.coastalcommunityaction.com](http://www.coastalcommunityaction.com)

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### COOK - Full-time (30 hrs/week)

Coastal Community Action is expanding the dietary department at the FR Danyus Child Development Center, New Bern, NC by hiring an additional full time cook (30 hrs/week, Monday-Friday) to assist with providing healthy meals for the 175 children in the Head Start and Early Head Start programs. The Child and Adult Care Food Program is funded by the USDA to provide nutritious meals and opportunities for the children to enjoy a variety of wholesome foods that can establish good food habits early in life.

Experience with quantity cooking and ServSafe certification preferred. Cook will assist the current staff with maintaining high standards of sanitation and food safety. Additional skills related to record keeping, inventory control and production schedules are preferred. Training will be available on an ongoing basis. Position requires a Criminal Background Check Qualification Letter for the North Carolina Division of Child Development and Early Education.

### HOME VISITOR – FULL TIME

Responsible for building positive relationships with infants, toddlers, and/or preschoolers and their families within their home environments by including parents in the development of child and family goals, lessons and activities that promote child and parent learning and development. Responsible for planning with parent's involvement, learning activities to be implemented during weekly home visits. Develops and provides socializations that facilitate parent-child involvement in learning activities that are developmentally appropriate, culturally sensitive, honor individual beliefs, and promote learning in all domains. Guides and facilitates the learning process to achieve curriculum and parent established goals. Administers developmental screenings and ongoing assessments. A Bachelor's Degree Early Childhood Education or a related field is preferred with two or more years related experience. Must have knowledge and experience in Child Development and Early Childhood Education; principles of child health, safety, and nutrition; adult learning principles; and family dynamics. Must have training (or have equivalent coursework) in Early Child Development with a focus on infant and toddler development. Must be skilled in communicating with and motivating people. Must have knowledge of community resources and the skills to link families with appropriate agencies and services.

### TEACHERS & TEACHER AIDES HEAD START– FULL-TIME

Responsibilities include: The overall operation of a preschool classroom in accordance with Head Start Performance Standards and North Carolina Child Care Regulations. This includes planning, coordinating, and supervising a classroom environment that promotes each child's total development (i.e. social, physical, emotional, cognitive and nutritional) while promoting positive, open communication with parents and children.

Requirements:

Teacher Aides - CDA or A.A. in Early Childhood (EC) or a degree in a related field with course work equivalent to a degree in EC.

Teachers - A.A required or B.A. preferred in Early Childhood or a degree in a related field with course work equivalent to a degree in EC. NC Pre k Teachers must also have a Pre K Add-on or BK Licensure.

### HS CLASSROOM FLOATERS – FULL-TIME

Responsibilities include: providing quality childcare to children ages zero thru four. When classroom teaching staff is absent, the position is assigned as a substitute for the duration of the absence. When not substituting, the individual will work equally in each classroom providing additional teacher support to the existing teaching teams. Requirements: North Carolina Early Childhood Credentials, and a Criminal Record Check Qualification Letter from the Division of Health and Human Services.

### CHILD CARE PROVIDER – FULL-TIME

Responsibilities include: providing quality childcare to children ages zero thru four, development and implementation of curriculum and weekly lesson plans, maintaining a daily schedule with a predictable routine, ensuring a healthy and safe environment, and promoting positive, open communication with parents and children. Requirements: Early Childhood Credentials and experience teaching children ages zero thru four. Location: Carteret, Craven and Pamlico County

## FAMILY AND COMMUNITY ADMINISTRATOR – FULL-TIME

Serves as liaison to Parent, Family and Community Engagement (PFCE) Manager to provide on-going monitoring, compliance, training and assistance to Family Development Specialists (FDS) and Family Services Coordinators (FSC) to ensure effectiveness of service delivery systems to families, including the integration of community partnerships, and systems administration to meet all standards and requirements for projects funded through Community Service Block Grant (CSBG) and Administration for Children and Families (ACF)/Office of Head Start (OHS).

Requirements:

- A Bachelor's degree in human services or related field required, with five or more years of experience working with low-income families, and human service professionals.
- Extensive knowledge and expertise in CSBG Standards, Head Start Standards and government assistance requirements and regulations.
- Skilled and knowledgeable in monitoring program systems, reporting and evaluating family cases.
- Experience working with low-income families with some knowledge of child safety and well-being.
- Extensive travel within service area.
- Must have a North Carolina Department of Health and Human Services criminal record check (CRC) and have a valid Division of Child Development and Early Education CRC Qualification letter.
- Reports to Parent, Family and Community (PFCE) Manager

Location: Newport, NC

## IT TECHNICIAN

Responsible for providing a multitude of support including but not limited to desktop support to end-users at both local and multiple remote locations in a courteous, professional and efficient manner, utilizing help desk ticketing system, remote, in-person and telephone. Installs, tests, monitors, upgrades, troubleshoots and repairs computer systems, networks and peripherals. Manages user account information, including rights, security and system groups. Performs maintenance, problem analysis and resolution of IT equipment, local area network and software issues. This is a hands-on position working in a variety of areas within information technology and relies on limited knowledge and professional discretion to achieve goals. Works under supervision and reports to the Information Technology Director, though ingenuity and flexibility are required.

Requirements: Preferred Degree in Computer Science or Management Information Systems and 2 -5 years' experience. Professional experience with the ability to communicate with technical and non-technical people, excellent problem solving skills. Direct experience working with Microsoft/SQL server Active Directory and Exchange; network infrastructure; Microsoft Office365; Computer images, installations, maintenance and repair. Main Location in Newport, NC

**Positions require a Criminal Record Check Qualification Letter from the Division of Health and Human Services.**

**To apply submit application and cover letter to:**

**Catissa S. Head, Director of Human Resources**

**Coastal Community Action, Inc.,**

**P.O. Box 729, Newport, NC 28570**

**E-Mail: [catissa.head@coastalca.org](mailto:catissa.head@coastalca.org)**

**CCA is an Equal Employment Opportunity Employer**