

East Missouri Action Agency, Inc.

403 Parkway Drive, PO Box 308

Park Hills, Missouri 63601

A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 11/27/2017 DEPARTMENT: Head Start

POSITION TITLE: Family Advocate PROGRAM: Head Start

POSITION SUMMARY: Responsible for helping parents provide their children with benefits of participation in Head Start. Work with Head Start parents to improve their parenting skills. Must assist parents in identifying family resources and needs and then help families obtain services to meet these identified needs. Also responsible for the coordination and implementation of health services and mental health services, as well as follow-ups to these services as needed, for all enrolled children in the assigned area.

ADVERTISE TO: Public Banked Agency Both STATUS: Exempt Non-Exempt

LOCATION: _____

GRADE LEVEL / STEP: 4 AMOUNT: \$9.70 HR

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday-Friday 8:00 a.m. - 5:00 p.m.

QUALIFICATIONS:

Minimum age 18. Must possess High School diploma or GED. Must have three (3) years experience in working with adults and young children or two (2) year degree in a related field. Must pass an annual physical exam and TB test. Must have a valid driver's license, proof of insurance and reliable transportation. Must be able to lift up to 10 pounds easily, work in moderate noise levels and drive in poor weather conditions. Must possess good written and oral communication skills. Must participate in all appropriate training. Must have knowledge of health related issues that pertain to children and families. Must maintain a professional appearance and demeanor. Must maintain good attendance.

TARGET DATE FOR EMPLOYMENT: 12/13/2017

APPLICATION PERIOD DEADLINE: 12/11/2017

BENEFITS: Available upon completion of successful 90 day trial period.

SUPERVISOR'S NAME: Leah Hutchings

PERSON MAKING REQUEST: Leah Hutchings/Area Cord.

[Signature] 11-27-17 Approved Disapproved
Program Director's Signature Date

Cathy Poole for Keri McCrory 11/27/17 Approved Disapproved
Executive Director's Signature Date

APPLY TO:

East Missouri Action Agency, Inc.