

## BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

<p><i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i></p> <p><b>Diane Talbot</b>  <i>Phone: 755-0081, ext. 242</i>  <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>3-7-16</u> Action Requested by: <u>Daleen Torbenson</u></p> <p>POSITION REQUESTED: <u>Family Advocate Substitute</u></p> <p>Check Program: _____ Early Head Start _____ Preschool Head Start</p> <p>Focus Area: <u>Child Care Partnership</u> Center Location: <u>Logan</u></p>
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Status:

_____ Regular (No. Hrs. Day _____)	_____ 9 ½ Month Position	_____ Hours Variable
_____ Part Time (No. Hrs. Week _____)	_____ 12 Month Position	_____ Hours Fixed
<input checked="" type="checkbox"/> Temporary (Period <u>                    </u> to <u>                    </u> ) <u>As needed</u>		

Benefits after one year's employment: _____ SEP Retirement Plan _____ Vacation	Benefits: _____ Medical Insurance _____ Personal Leave _____ 403B Retirement Plan	Desired Hire Date: <u>4-22-16</u>
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Rate of Pay: \$ 11.41 (Circle) Hour Pay Period / Month      Grade: 20 Step 1

Special Needs: Preference given to applicants w/ degree in Social Service Field. Preference given to applicants that speak English & Spanish

Temporary Position - could become permanent

OPENING DATE: 3-14-16 (Allow 2 days after completion for opening date.)      CLOSING DATE: Ongoing (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

Daleen Torbenson email approval      [Signature]      [Signature]  
 Coordinator      Program Director (verbal confirmation)      Fiscal Office

Distribution of completed form:

_____ PHS Receptionist	_____ Parent Involvement Specialist - EHS
_____ EHS Receptionist	_____ Parent Involvement Specialist - PHS
_____ PHS Secretary	_____ Coordinator/Supervisor Requesting Action
_____ Fiscal Assistant/Fiscal Officer	_____ Hiring File for Position