

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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>3/01/2017</u> Action Requested by: <u>Sarah Thurgood</u> POSITION REQUESTED: <u>Health & Wellness Coordinator</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: _____ Center Location: _____
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>)	_____ 9 ½ Month Position	<u>exempt</u> Hours Variable
_____ Part Time (No. Hrs. Week _____)	<input checked="" type="checkbox"/> 12 Month Position	_____ Hours Fixed
_____ Temporary (Period _____ to _____)		

Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input checked="" type="checkbox"/> Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>3-17-2017</u>
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Rate of Pay: \$ 3344⁰⁰ (Circle) Hour / Pay Period (Month) Grade: 23~~8~~ Step 12

Special Needs:
BS Degree in Community Health, Health Education, Public Health, Health Administration/Management, Maternal or Child Health, Nursing or Nutrition. Minimum 5 years experience working for Head Start or Early Head Start program

OPENING DATE: 3/06/2017 (Allow 2 days after completion for opening date.)
 CLOSING DATE: 3/10/2017 (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.)

<u>Sarah Thurgood</u> Coordinator	<u>Sarah Thurgood</u> Program Director (verbal confirmation)	<u>Diane Midkiff</u> Fiscal Office
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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