

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>11/5/19</u> Action Requested by: <u>Terrah Smith</u> POSITION REQUESTED: <u>EHS Family Advocate</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Family</u> Center Location: <u>Idaho / Cache</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input type="checkbox"/> 9 1/2 Month Position <input checked="" type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		
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>11/22/19</u>
Rate of Pay: \$ <u>2403.00</u> (Circle) Hour / Pay Period / Month <u> </u> Grade: <u>20</u> Step <u>10</u>		
Special Needs: <u>Human Services Related degree Preferred</u> <u>Spanish Speaking Preferred</u>		

OPENING DATE: 11/6/19
(Allow 2 days after completion for opening date.)

CLOSING DATE: Open until filled
(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.)*

Kristina
 Coordinator

KBS
 Program Director *(verbal confirmation)*

KBS
 Fiscal Office

Distribution of completed form:
 PHS Receptionist
 EHS Receptionist
 PHS Secretary
 Fiscal Assistant/Fiscal Officer

Parent Involvement Specialist - EHS
 Parent Involvement Specialist - PHS
 Coordinator/Supervisor Requesting Action
 Hiring File for Position