



# 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 Midkiff</b>  <i>Phone: 755-0081, ext. 242</i>  <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>6/15/15</u> Action Requested by: <u>Kristie Curtis</u></p> <p>POSITION REQUESTED: <u>Family Advocate</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Family Dev.</u> Center Location: <u>Logan</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>          </u>) <u>          </u> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><u>          </u> Part Time (No. Hrs. Week <u>          </u>) <input checked="" type="checkbox"/> 12 Month Position <u>          </u> Hours Fixed</p> <p><u>          </u> Temporary (Period <u>          </u> to <u>          </u>)</p>		
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>7/17/15</u></p>
<p>Rate of Pay: \$ <u>2131.00</u> (Circle) Hour / Pay Period <u>(Month)</u> Grade: <u>20</u> Step <u>4</u></p>		
<p>Special Needs: <u>English/Spanish Speaking Required, Degree in Social Service field preferred.</u></p>		

OPENING DATE: 6/17/15 (Allow 2 days after completion for opening date.) CLOSING DATE: 6/30/15 (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.)

 Coordinator	<i>email approval</i> Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

<input type="checkbox"/> PHS Receptionist <input type="checkbox"/> EHS Receptionist <input type="checkbox"/> PHS Secretary <input type="checkbox"/> Fiscal Assistant/Fiscal Officer	<input type="checkbox"/> Parent Involvement Specialist - EHS <input type="checkbox"/> Parent Involvement Specialist - PHS <input type="checkbox"/> Coordinator/Supervisor Requesting Action <input type="checkbox"/> Hiring File for Position
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