

12 mos

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:

Diane Talbot

Phone: 755-0081, ext. 242

FAX: 755-0125

Date of Request: 12/1/15 Action Requested by: Kristie Curtis

POSITION REQUESTED: PHS Family Advocate (Cache)

Check Program: Early Head Start ☒ Preschool Head Start

Focus Area: Family Center Location: Cache

Status:

☒ Regular (No. Hrs. Day) 9 ½ Month Position ☒ Hours Variable
☐ Part Time (No. Hrs. Week) ☒ 12 Month Position Hours Fixed
☐ Temporary (Period to)

Benefits after one year's employment:

☒ SEP Retirement Plan

☒ Vacation

Benefits:

☒ Medical Insurance

☒ Personal Leave

☒ 403B Retirement Plan

Desired Hire Date:

12/2/2015 ongoing

Rate of Pay: \$ 21.31⁰⁰ (Circle) Hour / Pay Period (Month) Grade: 20 Step 4

Special Needs:

Spanish Speaking required

Degree in social service field preferred

OPENING DATE: 12/3/15
 (Allow 2 days after completion for opening date.)

CLOSING DATE: 12/16/2015 → then 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.)

Verbal
Sarah Thurgood
 Coordinator Program Director (verbal confirmation)

Olivia
 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