

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 <i>Phone: 755-0081, ext. 242</i> <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>10/27/15</u> Action Requested by: <u>Daleen Torbenson</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 Com. Engagement</u> Center Location: <u>Cache</u></p>	
<p>Status:</p> <p><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</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> 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>11/30/15</u></p>
<p>Rate of Pay: \$ <u>21.31⁰⁰</u> (Circle) Hour / Pay Period / <u>Month</u> Grade: <u>20</u> Step <u>4</u></p>		
<p>Special Needs: <u>Spanish Speaking Required, Degree in Social Service Fielding preferred</u></p>		

OPENING DATE: 10/29/15 (Allow 2 days after completion for opening date.) CLOSING DATE: 11/11/15 (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.)

Daleen Torbenson Coordinator
 Sarah Thurgood Program Director (verbal confirmation)
 Disse Fiscal Office

Distribution of completed form:

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