

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: 2/4/16 Action Requested by: Kristie Curtis
POSITION REQUESTED: Family Advocate Box Elder (12 mo)
Check Program: _____ Early Head Start ☒ _____ Preschool Head Start
Focus Area: Family Center Location: _____

Status:

☒ Regular (No. Hrs. Day 8) _____ 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:

3/2/16

Rate of Pay: \$ 2131⁰⁰ (Circle) Hour / Pay Period (Month) Grade: 20 Step 4

Special Needs:

Degree in social service area preferred
Preference given to applicant's that live in the service area.

OPENING DATE: 2/10/16
(Allow 2 days after completion for opening date.)

CLOSING DATE: 2/24/16
(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.)

Stephanie Parker
Coordinator

pre-approved
Program Director (verbal confirmation)

Oliver
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