

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>1/3/17</u> Action Requested by: <u>Terrah Smith</u> POSITION REQUESTED: <u>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</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>2/2/17</u>
Rate of Pay: \$ <u>2169.00</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>20</u> Step <u>4</u>		
Special Needs: <u>Degree in Human Service related field preferred</u> <u>Spanish Speaking preferred</u>		

OPENING DATE: 1/19/17 (Allow 2 days after completion for opening)
 CLOSING DATE: 1/20/17 (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.)

Kristie Curtis
Coordinator

Verbal
Program Director (verbal confirmation)

[Signature]
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