

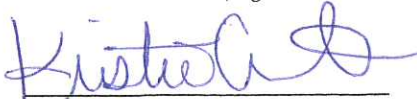
**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

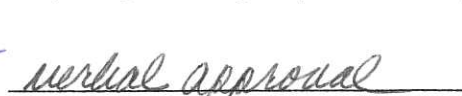
Coordinators and Supervisors: Have form completed and signed before action is requested.

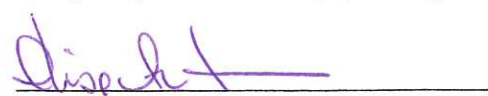
<i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i> Kris Bersonnet Phone: 755-0081 FAX: 755-0125	<div>Date of Request: <u>9/8/17</u> Action Requested by: <u>Terrah Smith</u></div> <div>POSITION REQUESTED: <u>Family Advocate</u></div> <div>Check Program: <u>X</u> Early Head Start <u> </u> Preschool Head Start</div> <div>Focus Area: <u>Cache PS</u> Center Location: <u>Cache</u> <u>Family</u></div>
<div>Status:</div> <div><u>X</u> Regular (No. Hrs. Day <u>8</u>) <u> </u> 9 ½ Month Position <u>X</u> Hours Variable</div> <div><u> </u> Part Time (No. Hrs. Week <u> </u>) <u>X</u> 12 Month Position <u> </u> Hours Fixed</div> <div><u> </u> Temporary (Period <u> </u> to <u> </u>)</div>	
<div>Benefits after one year's employment:</div> <div><u>X</u> SEP Retirement Plan</div> <div><u>X</u> Vacation</div>	<div>Benefits:</div> <div><u>X</u> Medical Insurance</div> <div><u>X</u> Personal Leave</div> <div><u>X</u> 403B Retirement Plan</div> <div style="text-align: right; margin-top: 20px;">Desired Hire Date: <u>9/22/17</u></div>
<div>Rate of Pay: \$ <u>2200</u> (Circle) Hour / Pay Period / Month Grade: <u>20</u> Step <u>6</u></div>	
<div>Special Needs: <u>Spanish Speaking Preferred</u></div> <div><u>Human Services Related Degree</u></div>	

OPENING DATE: 9/18/17 CLOSING DATE: 9/18/17
(Allow 2 days after completion for opening date.) (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


Program Director (verbal confirmation)


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