

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>8/31/18</u> Action Requested by: <u>Denise Webb</u> POSITION REQUESTED: <u>PHS Family Advocate</u> Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Family Development</u> Center Location: _____	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
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>9/21/18</u>
Rate of Pay: \$ <u>2300 2361.18</u> (Circle) Hour / Pay Period / <u>Month</u> Grade: <u>00</u> Step <u>6</u>		
Special Needs: <u>Degree in Human service related field.</u> <u>Spanish Speaking preferred.</u>		

OPENING DATE: 9-7-2018
(Allow 2 days after completion for opening date.)

CLOSING DATE: Until filled
(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
 Coordinator

Verbal
 Program Director *(verbal confirmation)*

Angie
 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