



## **HEAD START POSITION ANNOUNCEMENT**

**POSITION TITLE:** Program Assistant – Health

**LOCATION:** Martin Luther King Center

**HOURS/ SHIFT:** Monday – Friday 37.5 Hours  
52 Weeks Per Year

**SALARY RANGE:** \$10.19 /HR

**BENEFITS:** Eligible for Health Benefits  
Paid Lunch  
PTO  
Holidays  
Agency Paid Life and Short-Term Disability Benefits

### **QUALIFICATIONS:**

High school diploma or equivalent. Clerical experience to include data entry. Skilled in use of Microsoft Office and database software. Ability to operate variety of office equipment, including computer, copier, and fax. Excellent verbal and written communication skills, ability to work well with a wide variety of people, and ability to understand and to follow detailed instructions. Outstanding organizational skills and attention to detail required. Must be dependable, able to maintain a high level of confidentiality, and be able to work with minimal supervision.

### **RESPONSIBILITIES:**

Responsible for providing support to the Eligibility, Recruitment, Selection, and Enrollment Service Area. Assists with children's health screenings. Processes and obtains information for all applications. Assists in coordination of recruitment activities. Provides clerical support for the enrollment process. Provides coverage for office phones, mail, and equipment use as needed.

**Application Deadline: Friday, June 4, 2010**

**Submit application and resume to:**

**Human Resources**

**325 W. Memorial Blvd., Hagerstown, MD 21740**

**301-733-0088 x104**

**Equal Opportunity Employer**