



HEAD START POSITION ANNOUNCEMENT

POSITION TITLE: Family Service Worker

LOCATION: Martin Luther King Center

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

SALARY: \$14.19 /HR

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

QUALIFICATIONS:

A.A. degree in Human Services related field preferred. Minimum of 2 years case management or human services related work. Additional education may be used to substitute for case management experience. Must be able to work with minimal supervision. Intermediate computer skills required.

RESPONSIBILITIES:

Case Management of Head Start families to assist them with enrollment, parent involvement, developing individualized Family Partnership Agreements; providing support and information necessary for families to have a positive Head Start experience and transition into the public schools; recruiting volunteers; linking families with community services; marketing program; maintaining required documentation and routine contacts. Assisting families through the enrollment process. Obtaining complete and thorough health documentation on children. Must have reliable transportation and good driving record in order to conduct required visits to assigned caseload. Perform front office duties for work site: greet visitors; answer phones; order supplies; distribute mail.

Application Deadline: Friday, June 4, 2010

Submit application and resume to:
Human Resources
Head Start of Washington County, Inc.
325 W. Memorial Blvd., Hagerstown, MD 21740
301-733-0088 ext. 104
Equal Opportunity Employer