

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Center Support
LOCATION: Gurdon Head Start Center
HOURS: 40 Hours per Week
FULL-TIME: X **PART-TIME:**
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: EXP Only \$ 9.45 per Hour or Minimum of CDA \$9.61 per Hour

JOB DUTIES:

Ensure that Head Start children receive dental, physical, vision, hearing, speech, and developmental screenings within 45 days of enrollment.

Maintain accurate and complete records on each enrolled child including medical, dental, mental health application forms, home visits, and referrals.

Provide transportation as necessary for children (and parents if necessary) to/ from medical services and to/from resource services.

Other duties as assigned.

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Prefer experience working with pre-school children and their families in a licensed childcare facility. Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol screenings. Must be able to regularly lift and/or move up to 25 lbs and occasionally up to 50 lbs.

DATE OF NOTICE: 05/16/17

Remove after: 05/26/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121