

**EMPLOYMENT OPPORTUNITY
FACT SHEET
Re-Advertising**

POSITION: Center Support

LOCATION: Malvern Early 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 \$ 9.75 per Hour or Minimum of CDA \$9.93 per Hour

JOB DUTIES:

Assists the supervisor to maintain required records; ensure mandates; prepare reports; assist with recruitment and enrollment; certify eligibility; provide transportation when necessary and assist as needed in the overall operation of center activities.

Assist with recruitment and enrollment.

Keep confidential all information pertaining to children, families and the center.

Assist in maintaining a safe, healthy, organized learning environment, assist in making occasional home visits.

Answer telephone and give information to callers, take messages, send informational packages, place outgoing calls, help families with their questions and Run errands related to the operation of the center as needed.

Working with the County Coordinator or Head Start Center Director and under the general supervision of the Health Coordinator, carry out health related duties to help implement the health program of all children enrolled in CADC's Head Start Program.

Maintain preventive health care on all children enrolled. Ensure that all children's dental, physical, vision, hearing, speech, and developmental screenings are conducted within 45 days. Get care for children and families as needed.

Keep accurate and complete records on each child including medical, dental and mental health application forms; home visitations and referrals. Update children's records for changes, contacts with parents, etc.

Provide transportation as necessary for children (and parents, if necessary) to and from medical services or to and from resource services. Provide transportation for field trips, the community survey, etc., as needed.

Provide assistance in the classroom and other areas of the center as needed.

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: 10/31/18

Remove after: 11/10/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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