



# L.B.J. & C. Head Start

A Limited Purpose Agency Serving  
Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton,  
Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone: (931) 528-3361 • FAX: (931) 528-2409 • [www.lbjc.org](http://www.lbjc.org)

## Outside Job Advertisement

December 4, 2023

Penny Meadows, Head Start Director, is advertising to fill a position vacancy.

**Position:** Family Engagement Assistant/Center Assistant

**Location:** Livingston Head Start  
Livingston, Tennessee

**Fringe Benefits:** Health, Dental, Vision, and Life Insurance, Retirement Program,  
Paid Holidays, Sick and Annual Leave.

**The salary is:** \$12.61 per hour, 8 hours per day

### **Job Qualifications:**

#### **Requirements:**

- Minimum proof of high school diploma or equivalent.
- SSCBT certification (Required within eighteen months of hire)
- Willingness to learn Agency Policies & Procedures and follow Head Start requirements.
- Ability to pass physical examination prior to beginning work and every year thereafter.
- Possess a valid Driver's License.
- Furnish own transportation to travel within designated service area.
- Must complete satisfactory criminal background check prior to hire and as required thereafter.
- Drug testing as required.
- Resume submitted with job application.

#### **Preferred:**

- AA or BA/BS Degree in Human Services, Sociology or a related field.
- Two years of social service experience.
- Bilingual (English/Spanish) preferred.

All applications must be on the Corporation's current employment form. The applicant must also submit three references, which will be checked in accordance with State licensing requirements.

The application must be submitted no later than **December 11, 2023** to the L.B.J. & C. Development Corporation, 1150 Chocolate Drive, Cookeville, Tennessee 38501-2206. Applications received by mail must be postmarked no later than **December 11, 2023**.

For information contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the Central Office, Head Start Center, [www.Indeed.com](http://www.Indeed.com) or [www.lbjc.org](http://www.lbjc.org).

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AN EQUAL OPPORTUNITY AGENCY

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**Funded by the U.S. Department of Health and Human Services, Administration for Children and Families**

L.B.J. & C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361