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

Outside Job Advertisement

January 24, 2023
Penny Meadows, Head Start Director, is advertising to fill a position vacancy.

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

Location: **Algood/Cookeville Head Start**
Algood, Tennessee

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

The salary is: **$10.01 per hour, 8 hours per day**

Job Qualifications:

- Proof of a regular high school diploma or GED required. Degree in social services or related field preferred.
- Must be willing to obtain, within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.
- Bilingual (English/Spanish) preferred.
- One-year experience with preschool children, families, and community preferred.
- Ability to be a team leader/team player in a large service-oriented government program.
- Excellent interpersonal and communication skills are required to work with public agencies, professionals, non-professionals, social service resource personnel, Head Start parents, staff, and the community.
- Record-keeping experience and skills for managing by computer a large volume of family and child services information is required.
- Must be 18 years of age and maintain a current valid driver's license.
- Must be able to lift 40 pounds.
- Must furnish own transportation to travel service area.
- Must be able to pass a Pre-Employment Physical Examination, TB Test, Drug Test, and a Criminal History Record Check.
- Resume required.

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

The application must be submitted no later than **January 31, 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 **January 31, 2023**.

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

PM/gs

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