

Middle Kentucky



171 Howell Heights
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Darrell R. Shouse
Executive Director

JOB OPENING

Middle Kentucky Community Action Partnership, Inc. is requesting applications for the Head Start Program for the Full Time position of Family Service Worker in Wolfe County. The working hours are from 8:00am – 4:30pm. Full time employees will receive an excellent benefit package which includes competitive pay, BC/BS Health Insurance, UNUM Life Insurance, Kentucky Retirement Plan, 401K & 457 Plans, Paid Vacation & Sick Leave and Paid Holidays.

Job Description

- Recruiting and enrolling children in the Head Start Program.
- Working closely with families.
- Arranging and conducting monthly parent meetings.
- Complete all required paperwork and reports.
- Working closely with Community Partners to increase services.

Qualifications

- Must be able to meet deadlines, be organized and flexible.
- Must have good communication skills.
- Must have a high school diploma or GED.
- Must have valid driver license.
- Must be able to pass a regular health exam including TB skin test.
- Must be able to pass Criminal Check and Child Abuse/Neglect check.
- Must be able to pass pre-employment & random drug tests.

Applications may be picked up at any Middle Kentucky location or on our website at www.mkcap.org.

Deadline: Applications must be received no later than Wednesday, August 23, 2017 at 12:00 Noon. Applications can be faxed to (606) 666-9780—Attn: Human Resource Department, or can be dropped off at any Middle Kentucky location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339

Middle Kentucky Community Action Partnership, Inc. is an Equal Opportunity Employer