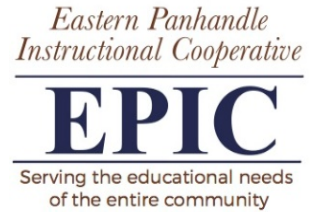


Notice of Job Vacancy #19-039



Posting Date: January 4, 2019

Position: Early Head Start Family Service Staff in Berkeley County

Employment Term: Full-Time / 240 days

Salary: Based upon the EPIC service personnel salary schedule

Qualifications: Candidate must be enrolled in a program and will graduate within the next 18 months or already hold a degree or certification in social work, human services, family services, counseling or a related field. Must have knowledge of community resources and social/health services. Being fluent in Spanish would be beneficial.

Job Description: The selected applicant provides support services to families including social services, parent involvement and health and family literacy through home visits and direct contact.

Responsibilities: Responsibilities include recruiting, assisting in obtaining health services, connecting families with community resources, planning and conducting parent involvement activities, assisting during socializations, etc.

Reports To: County Manager; Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Advisory Council; Approved by EHS/HS Policy Council

Start Date: Immediately after the approval process is complete

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees are also welcome to apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of FOUR ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvesc.org.
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications must be received by January 18, 2019 at 3:00 PM for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.
Head Start/Early Head Start is funded by the US Administration for Children and Families