

Notice of Job Vacancy #19-043

Posting Date: February 6, 2019

Position: Full-Time Early Head Start Home Visitor in Berkeley County

Employment Term: 240 days

Salary: Based upon the EPIC service personnel salary schedule

Qualifications: Must have a minimum of ACDS, a CDA, a comparable credential, or equivalent coursework as part of an Associate's or Bachelor's degree.

Job Description/Responsibilities: The successful candidate will conduct home visits weekly with families, facilitate socializations, assist families in accessing resources; assess the learning and development of the children; assist families to achieve goals; assist with parent meetings; adhere to Head Start Performance Standards as well as all EPIC Policies and Procedures; must have a current driver's license, a reliable vehicle, and be flexible with work hours. The Home Visitor provides services to pregnant women, infants and toddlers in their homes.

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

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

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

**If you cannot see this job once you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices.

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, HR 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.

All applications must be received by **February 12, 2019 by 3:00 p.m.** 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

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community