



BIG FIVE COMMUNITY SERVICES, INC. PUBLIC NOTICE JOB OPENING

TO: ALL EMPLOYEES AND THE PUBLIC.
FROM: KEVIN STINSON, DIRECTOR, HUMAN RESOURCES
SUBJECT: OPEN JOB-POST IN ALL OFFICES AND CENTERS IN YOUR AREA
DATE: 4/22/2019

PROGRAM: Head Start-NW **POSITION(S):** Family Advocate/Area Supervisor

LOCATION: Position Covers – Alva, Medford and Woodward

JOB SUMMARY: As a Family Advocate, is responsible for providing assistance to families with children in the Big Five Head Start program.
As an Area Supervisor, is responsible for the supervision of Head Start center. Monitors compliance with Head Start Standards and state mandated requirements. Provides for substitute back up in the absence of regular employees. Evaluates performances of employees and performs disciplinary measures as needed. Assists in the hiring of new employees. Shares a general responsibility for the safety and well-being of all the children enrolled in the program.

QUALIFICATIONS: Must be 18 years old and have a High School diploma or GED. Must have at least two years of experience in Head Start or in a family support position. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field. Prefer some college education in Early Childhood Development or Social Services and work experience in program to assist low-income families. Must have excellent written and oral communication skills and the ability to work with all levels of clientele and administration. Must have valid Oklahoma driver's license, vehicle liability insurance and a good driving record in order to travel extensively to area Head Start centers and service providers.

CLOSING DATE: Until Filled

APPLY ONLINE AT: www.bigfive.org

SUBMIT APPLICATIONS TO: Big Five office, 1502 N. 1st Ave. Durant, OK 74701

**BIG FIVE COMMUNITY SERVICES, INC. IS AN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER.**