



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: 4/15/2021

PROGRAM: Head Start-NW

POSITION(S): Family Advocate

LOCATION: Covers Buffalo and Woodward area.

JOB SUMMARY: Responsible for providing assistance to families with children in the Big Five Head Start program. Shares a general responsibility for the safety and well being of all the children enrolled in the program. Responsible for providing support to the children and families of assigned Head Start centers. Provides information and referral relevant to the needs of the children and families in accordance with requirements of the Head Start Performance Standards. May attend parent meetings and accompany classes on field trips. This position will include transportation of children and substituting in the classroom as needed. Shares in the responsibility for the safety and well being of children enrolled in the Head Start program.

QUALIFICATIONS: Must be 18 years old and have a High School diploma or GED. 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 with work experience assisting low income families. Bilingual preferred. Must have valid 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: Open Until Filled

Apply Online at: www.bigfive.org

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

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