



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: 10/18/2018

PROGRAM: Head Start - NW **POSITION(S):** Family Services Specialist

LOCATION: Covers all 16 NW Counties – Office out of Enid, Woodward or Yukon.

JOB SUMMARY: Responsible for administering and coordinating the Family and Community Partnerships section of the Performance Standards. Directly Supervises the Family Advocates. Oversees the planning, designs and implementation of parent involvement activities. Serves as a liaison and works with community agencies and organizations associated with the Head Start Program.

QUALIFICATIONS: Bachelors degree in Social Services or Early Childhood Degree preferred. Candidates with other degrees or a minimum of a CDA and Family Service Credential who have either relevant experiences with Head Start or extensive background experience in social services, child care services, or human resource services may be considered. Experience in any of the above areas could be exchanged at the ratio of two years experience where candidates worked with children and families. Excellent communication skills, working knowledge of available community resources and Head Start program components. OSBI background check and Oklahoma DHS Criminal Background Review required. Valid Oklahoma Driver's License and proof of auto insurance. Must have 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
Please submit credentials with application

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