

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Bilingual Family Service Provider

Employer/ Agency: Harris County Department of Education

Job Description: To recruit and enroll children into the program, support the self-sufficiency of families, and to encourage parental and community involvement in the Head Start program.

Qualifications: **Education/Certification:**
Bachelor's degree in Social Work, Psychology, Sociology, Public Health or related field from an accredited university

Special Knowledge/Skills:
Strong communications, public relations, and interpersonal skills
Community assessment and resource knowledge
Ability to coordinate services for preschool children, parents, Head Start officials, and public agencies
Ability to use a variety of software, including Microsoft Word, Excel and Access

Experience:
Two years of experience in social work, family or child services, case management, community health, or related areas, or a Master's degree in Social Work, Psychology, Public Health, or related field from an accredited university and one year or experience in social work, family or child services, case management, community health, or related areas

Hours:

Salary: \$35,208 - \$43,200

Send your resume and cover letter to: www.hcde-texas.org

Attn: Kris Duke

Address: 6300 Irvington Blvd.

City, State, Zip: Houston, TX 77022-5618

Telephone: 713-694-6300

Fax:

E-mail Address: kduke@hcde-texas.org

Application Method Preferred: on-line application

Opening Date:

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you