

**Date Posted:**

**Texas Head Start Association**

**JOB OPPORTUNITY POSTING**

**Job Title:** 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](http://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](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity. Thank you