

## **JOB OPPORTUNITY POSTING**

**Job Title: Head Start/EHS Health Manager**

**Employer/ Agency: Tri-County Community Action Agency**

**Job Description:** The Health Manager should be a strong, creative administrator with public relations ability. Should have an understanding of and commitment to the goals of Tri-County Community Action Agency and have the ability to articulate and implement the health program. The Manager must possess strong verbal & written skills, as well as having strong communication skills. The Manager will be responsible for insuring delivery of all health services to enrolled children. Have a good working relationship with parents, the community, and with partners.

**Qualifications:** B.S. or B.A. preferred. A high school diploma is required. Some college is needed in fields of early childhood development, health, sociology, education or psychology.

**Experience:** Experience in working with groups – social case worker helpful. Knowledge of community organizations and resource agencies. Knowledge of the needs of small children in the following areas; hygiene, first aid, health and dental

**Hours: 8:00 a.m. - 4:30 p.m. (Office hours)**

**Salary: TBD**

**Send your resume and application to: Tri-County Community Action Agency**

**Attn: [Name of HR person] Margie Cuthrell**

**Address: P.O. Box 1748**

**City, State, Zip: Center, Texas 75935**

**Telephone: 936-598-6315 ext. 20**

**Fax: 936-598-7272**

**E-mail Address: tri-co-margiecuthrell@hotmail.com**

**Agency Website: tricountycommunityaction.org**

**Application Method Preferred: Resume and 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***