

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176
MEMORANDUM

TO: WCAC STAFF
FROM: HUMAN RESOURCE DEPARTMENT
DATE: August 26, 2015
RE: JOB POSTING

In accordance with WCAC's policies regarding internal job advertisements, the following position is to be posted in all of WCAC's offices. Internal candidates who wish to apply must submit their application with resume by the deadline announced. Late applications will not be considered.

Early Head Start Home Visitor, Full Time, 37.5 Hours

Worcester Community Action Council's Early Head Start Program is seeking a qualified professional for a full time (37.5 hours) open position in our Southbridge location.

Qualifications:

AA in Early Childhood Education or related field preferred or equivalent experience.
Bilingual English/Spanish a plus
Ability to successfully complete a CORI review annually

Special Certification or Documentation:

Evidence of negative Mantoux, required by DEEC
Mandatory physical every two years
First Aid and CPR Certificates

Duties and Responsibilities:

- Assist families and facilitate child development, support parental roles and promote self-sufficiency
- Provide supportive services to expectant parents
- Play Groups
- Referral to community services
- Parents groups
- Screenings & Assessment
- Maintain and strengthen families
- Maintain program records
- Comply with WCAC Head Start's policies
- Maintain activity log on all families and children in the program
- Strong computer skills with Microsoft office experience
- Must have physical ability to lift infants and toddlers
- Must be able to visit homes that are not handicap accessible
- Must have a valid driver's license and reliable transportation

This is a full time position with an excellent benefit package to include Blue Cross Medical & Dental, 100% paid life insurance, 403(b) retirement plan, mileage reimbursement, professional development and generous paid time off.

Send cover letter and resume specifying position to Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or hr@wcac.net. AA/EOE.

Resumes must be received by September 11, 2015.