

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

Early Head Start Family Educator, Full Time, 37.5 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position in our Southbridge location to maintain and strengthen families through the Early Head Start Program.

Qualifications:

- Associate's degree in Early Childhood Education or related field, Bachelor's preferred.
- Knowledge of human services needs and community resources.
- Ability to work cooperatively and effectively with a diverse population.
- Ability to speak Spanish, a plus.
- Strong computer skills and knowledge of Microsoft Office. Ability to learn the agency programs.

Special Certification or Documentation:

- Ability to successfully complete a CORI/SORI/DCF review annually.
- Physical ability to lift a child up to 50lbs. and visit homes that are not handicapped accessible.
- Valid driver's license and reliable transportation.
- Mandatory physical every two years and Mantoux test, required by DEEC. Hepatitis B (optional).
- First Aid and CPR Certificates.

Duties and Responsibilities:

- Responsible for completion of infant and toddlers' screenings/assessments within 45 days of enrollment.
- Assist families and facilitate child development, support parental roles and promote self-sufficiency through weekly home visits.
- Provide supportive services to expectant parents that are flexible and responsive to family needs.
- Referral to community service agencies and follow-up to ensure families receive the services.
- Encourage parents to attend socials and meetings and arrange transportation as needed.
- Maintain program records on all families and children in the program.
- Comply with WCAC Head Start's abuse and neglect policies.

This is a full time position with an excellent benefit package to include 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. AA/EOE. **Resumes must be received by November 18, 2016.**