**Rainbow Learning Enrichment**

 **River Valley M & S Head Start**

 202N. Schuyler S-107, Kankakee, IL 60901

 **** Ph: (815) 932 0569 Fax: (815) 932 0595

**Illiana M & S Head Start**

150 South Randolph Street, Sheldon IL 60966

 Ph: (815) 429 3174 Fax: 815 429 3195

**DBA**



[www.rvmshs.org](http://www.rvmshs.org)

 <https://www.facebook.com/MigrantHeadStart>

### Essential Qualifications & Experience Family Services Coordinator

#### Education:

* Bachelor's or Associate's Degree in social work preferred. or at least 18 credit hours of course work and training, beyond a High School diploma or equivalent, related to Family series
* Bilingual (Spanish/English) preferred.
* Must be 21 years of age with at least 18 credit hours of course work and training, beyond a High School diploma or equivalent, related to health series.
* NHSA Family Services Credential Required or equivalent required. If at time of hiring has not acquired the NHSA Credential, the FSC will have 9 months from date of hiring to complete the credential

#### Experience:

#### Demonstrates understanding of Head Start philosophy.

#### Familiarity with community resources. Experience organizing and managing multiple responsibilities under pressure and documenting extensive information.

#### Experience in the use of computer data base and Microsoft word programs. Knowledge of the challenges and strengths of low-income and migrant families.

* Good interpersonal and communication skills, including the ability to work as part of a team.

### Working Conditions/Requirements:

* Regular access to a reliable vehicle; have a valid driver's license and vehicle insurance.
* Ability to pass a physical exam every two years and a TB test yearly. Must be able to comply with background check, including fingerprints, as required by the agency and/or Illinois Licensing Agency.
* Tasks that involve possible exposure to blood, bodily fluids or tissues.

###  Ability to travel extensively locally and out-of-area (Home Visits /recruitment).

### Job requires sitting for long period of time (during planning and reporting) and standing for long periods of time (during observations and training), as well as stooping, squatting, and running.

### Benefits:

### Competitive wages (according to qualifications), Unemployment, Sick and Holiday Pay

**The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted with DHS approval.**