



DEPARTMENT OF COMMERCE

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NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 3-30-2014
Workforce Office Fax No.: office complete

Workforce Office serving your area: office complete
Workforce Office E-Mail: office complete

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Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)

Company Name: YVEDDI Head Start Federal I.D.: 56-0851147

Job Title: Family Advocate: Surry/Stokes Counties

Is this a new job posting, or has a similar/identical job order previously been submitted? Yes X No
If yes, may a staff member contact you regarding an expedited means of posting similar positions?
Please indicate your contact information below and fax form back to Workforce Office. Yes No
(The remaining form need then only indicate CHANGES from the previous order.)

Main/Corporate Contact Information

Contact Person: Rhonda Wrenn Title: Head Start Director
Mailing Address: PO Box 309
City: Boonville State: NC Zip: 27011
Phone: 336-367-4993 ext 225 Alternate Phone:
Fax: 336-367-4997 Email: rwrenn@yvheadstart.com

Job Location Information (if different from above)

Job Location Contact Person: Rhonda Wrenn Title: Head Start Director
Physical Address: 215 Jones School Road Mt Airy and Jefferson Church Road King, NC
City: State: NC Zip:
Phone: Alternate Phone:
Fax: Email:

Display online to job seekers? Yes No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.
Display your company name? Yes No
Have our staff screen your applicants? Yes - If yes, require the applicant to meet the staff member that is screening? Yes No No

Career Readiness Certification Required: Bronze Silver Gold Platinum N/A
Occupational Licenses/Certifications Specify: AAS Human Services Required Preferred

Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.

How would you like DWS to contact you?
Internal Message (through NCWorks Online) Email Text Message (If Available)
Text Message Notification (If Available) Mass Mail Fax

Company Information:

Industry Title: No. of Employees: 220
Type of Employer: Private Sector State Government Local Government
Federal Government International/Foreign Gov. Non-Profit Education (Higher) Education (K-12)

Job Details

Number of Positions: 1 Keep Job Order Open Until: 4-30-2014 (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 5

Type of Job: Regular Temporary Seasonal Volunteer Contract [Length: month(s)/year(s)]
Full-Time (30+ hours) Part-Time (<30 hours) Full and Part-Time Positions As Needed (PRN)

<p align="center"><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p align="center"><b>(PLEASE PRINT)</b></p>	<p>Employee will recruit and enroll children in the Head Start Program; maintaining significant amount of detailed paper work. Responsible for helping families become more self-sufficient by providing support services and setting goals so that adults and children can develop to their fullest potential. Bilingual abilities preferred. Employee will work from two offices: one in Mt. Airy and one in King.</p>
<p><b>Hiring Requirements</b></p>	
<p><b>Check hiring requirements for this job, if any:</b>    <input checked="" type="checkbox"/> Drug Test        <input checked="" type="checkbox"/> Background Check        <input type="checkbox"/> Credit Check  <input checked="" type="checkbox"/> Reference Check        <input type="checkbox"/> Motor Vehicle Record Check        <input type="checkbox"/> Other (specify: _____ )</p>	
<p><b>Testing Requirement:</b>    <input checked="" type="checkbox"/> Employer will perform    <input type="checkbox"/> Workforce Office will perform    <input type="checkbox"/> Other Source will perform testing</p>	
<p>Provide a brief description of the testing being performed: Pre-employment drug test; must have Criminal Background Check completed by NCDCDECE (submitted by employer) and receive eligibility letter prior to beginning work.</p>	
<p><b>Education, Licenses, and Certifications</b></p>	
<p>Minimum age of applicants to this position, if any? 21</p>	
<p>This minimum age is due to the following:  <input type="checkbox"/> Alcohol                      <input type="checkbox"/> Hazardous work/materials involved        <input type="checkbox"/> Hours of Work  <input type="checkbox"/> Insurance                      <input type="checkbox"/> Other (Specified in Job Summary)        <input checked="" type="checkbox"/> Special Program/Category        <input type="checkbox"/> Bonding</p>	
<p>Minimum education required, if any: (<i>HS diploma/GED, College graduate-specific degree level, etc.</i>): AAS Degree Human Services</p>	
<p>Minimum months of prior experience required, if any? 1 year preferred</p>	
<p>Is job accessible by public transportation:    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>Driver's License Required:    <input checked="" type="checkbox"/> Yes (operator)        <input type="checkbox"/> Yes (CDL)        <input type="checkbox"/> No but must have transportation</p>	
<p>Driver's License Type Required:    <input type="checkbox"/> Class A        <input type="checkbox"/> Class B        <input type="checkbox"/> Class C        <input type="checkbox"/> N/A</p>	
<p>Endorsements:    <input type="checkbox"/> Class H        <input type="checkbox"/> Class N        <input type="checkbox"/> Class P        <input type="checkbox"/> Class S        <input type="checkbox"/> Class T        <input type="checkbox"/> No Endorsements Required</p>	
<p><b>Compensation and Hours</b></p>	
<p><b>Hiring compensation range?</b> TBD        <b>Minimum Pay:</b>        <b>Maximum Pay:</b></p>	
<p><b>Basis of salary/pay:</b>    <input type="checkbox"/> Hour    <input type="checkbox"/> Day    <input type="checkbox"/> Week    <input type="checkbox"/> Month    <input type="checkbox"/> Year    <input type="checkbox"/> Quarter    <input checked="" type="checkbox"/> Other (specify: bi-weekly)</p>	
<p><b>Pay comments:</b>    <input checked="" type="checkbox"/> Depends upon Experience        <input type="checkbox"/> Commission only        <input type="checkbox"/> Salary + Commission  <input type="checkbox"/> Piece rate        <input type="checkbox"/> Salary + Tips        <input type="checkbox"/> Salary + Bonus        <input type="checkbox"/> Per Diem only        <input type="checkbox"/> Will discuss with applicant</p>	
<p><b>Hours per week?</b>    <input type="checkbox"/> Not specified        <input type="checkbox"/> Vary        <input checked="" type="checkbox"/> Are Specific (# per week = 40)</p>	
<p><b>Shift:</b>    X        <input type="checkbox"/> Evening/Swing        <input type="checkbox"/> Night/Graveyard        <input type="checkbox"/> Rotating        <input type="checkbox"/> Split        <input type="checkbox"/> Other (Specified in Job Summary)</p>	
<p><b>Benefits Offered</b></p>	
<p>Please list benefits that you plan to offer to the incumbent, if any: Health Insurance, optional dental and vision insurance, optional AFLAC, paid holidays, earned sick and vacation leave, retirement plan.</p>	
<p><b>Job Application Methods Accepted</b></p>	
<p>Check the methods that individuals may use to apply for this job:  <input checked="" type="checkbox"/> Provide a NCWORKS Online Resume (recommended)    <input type="checkbox"/> Provide a NCWORKS Online Application    <input type="checkbox"/> At nearest Workforce Office  <input type="checkbox"/> Directly to employer via:    <input type="checkbox"/> Phone        <input type="checkbox"/> In Person        <input type="checkbox"/> Email Resume        <input type="checkbox"/> Mail Resume  <input checked="" type="checkbox"/> Via Company Website [<a href="http://yveddi.com">http:// yveddi.com</a>]</p>	
<p><b>Additional Information</b></p>	
<p>Is this a Green Job?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>Are you a Federal Contractor?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>Does a court ordered affirmative action plan require posting this job order?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>Does this job order require security clearance?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Not Specified</p>	
<p>Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? <b>In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.</b>    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Selected applicant will have to have a current medical physical completed at their cost. Employer will reimburse for TB testing and any fees related to Criminal Background Check.</p>	