



POST OFFICE BOX 309, BOONVILLE, NC 27011
 533 N Carolina Avenue Highway 601 N
 TELEPHONE (336) 367-7251 – FAX (336) 367-3637
 SERVING: DAVIE, STOKES, SURRY, and YADKIN COUNTIES

To:	<ul style="list-style-type: none"> ▪ Interested Persons ▪ N. C. Employment Security Commission (Fax 679-7350)
From:	Yolanda Saffo, MHS Program Coordinator/Center Director
Date:	February 26, 2013
Regarding:	JOB VACANCY
Position Title:	Family Services/Partnership Coordinator
Location/Address:	YVEDDI Migrant Head Start 113 Maple Street Boonville, NC 27011
Work Schedule:	Monday – Friday, 8:00 a.m. - 4:30 p.m. Full Time, 40+ hours per week, Exempt
Wage Range:	\$12.30- \$13.58
Starting Date:	By April 1, 2013
Job Objective:	<p>This position is responsible for building and nurturing community partnerships for the Migrant Head Start Program and the families it serves. Must be able to accurately interpret and translate from Spanish to English and English to Spanish as required to assist program staff in provision of services to migrant and seasonal farm worker families.</p> <p>Recruit and enroll eligible children, ensure that child and family record keeping systems meet confidentiality policy, represent interest of and advocate for Migrant Head Start families in general interactions with the community</p>
Education/Requirements:	<ul style="list-style-type: none"> • Strongly prefer Bachelor’s in Human Services or Social Work or combination of training and experience of 2 years or more • Bilingual strongly preferred • Must be at least 18 years of age
Close Out Date	March 25, 2013
For Questions Contact:	<p>Yolanda Saffo, Program Coordinator/Center Director ysaffo@yveddi.com 336-367-3450 Employment Application available for download at www.yveddi.com</p>

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