



Head Start Family Resource Provider

Indianhead Community Action Agency, Inc.
Burnett and Washburn Counties in WI

Position: Full-time Family Resource Provider with the ability to work out of locations in Siren, Minong, and Spooner, WI

Description: ICAA is accepting applications for a full-time Head Start Family Resource Provider serving both Washburn and Burnett Counties. Major job responsibilities will include establishing mutually respectful partnerships with families, developing Family Partnership Agreements focused on each families individual needs and goals, supporting parent involvement by coordinating and attending parent outreach activities including family activities and parent education trainings, providing crisis intervention to individual families, conducting home visits, following up on child health goals and documenting activities and information in the Agency's computer database system.

Requirements: Must be computer literate. Minimum of an Associate Degree in Human Services, Social Work, Psychology or related field. Bachelor's Degree desired. A minimum of two years working with children and families desired. Maintains confidentiality of all client and staff information. Must successfully pass a DCF background check. Ability to work flexible hours and attend training as necessary. Travels as needed. Valid driver's license and auto insurance required.

Starting Wage: \$13.49 - \$17.55 per hour with benefits: health, life and dental insurance, and PTO.

To be considered for an interview, applicants must submit: ICAA application, Resume, Cover Letter, Letters of Recommendation, References, Transcripts, and Verification of Degree.

To Apply send the above documents to: recruiter@indianheadcaa.org

ICAA, ATTN: Recruiter
1000 College Avenue West
Ladysmith, WI 54848

Phone: 715-532-4222, Fax: 715-532-7808, TDD: 715-532-6333

www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.