



Opportunities, Inc.

JOB OPENING ANNOUNCEMENT PUBLIC /STAFF

Open July 8-18, 2022,
closing at 1:00 pm "EOE"



Job Title: Family Service Worker-Conrad
Salary : \$3300.28 per month + full benefits

Overall Responsibilities:

1. Responsible for the day to day function of the center and supervision of site, personnel and required staffing patterns.
2. Will directly supervise staff in center and use support of Deputy Director.
3. Responsible for coordinating strong support services out of the Great Falls Head Start program and with local community resources to meet the needs of the center.
4. Ensure site compliance with the Program Performance Standards in all program areas.
5. Provide Social Services and Parent Involvement services to Head Start families. (Including the recruitment of Head Start families in local site service area.)
6. Will be expected to demonstrate the skills as outlined in the Office of Head Start's Skill Profile.
7. Provide direct supervision to all site staff.
8. Will be expected to become completely familiar with the agency's mission and philosophy, and fully participate in promoting accomplishments of agency goals and objectives. Be an advocate for the low and fixed income, and promote social and economic justice.

Qualifications:

1. Associate Degree in Sociology, Psychology, Counseling or Human Services preferred; **OR** Three years successful experience in a related field.
2. Experience working with low income people individually and in groups.
3. Knowledge and ability to seek out resources that will assist in the training and involvement of Head Start parents.
4. Supervisory experience preferred.
5. Knowledge of community resources in order to make necessary referrals.
6. Must be able to operate basic office equipment.
7. Prefer experience and interest in organizing group activities.
8. Must not have prior convictions of physical or sexual abuse of children.
9. Valid driver's license and Montana required vehicle insurance.

An Opportunities, Inc. employment application **MUST** be completed for consideration. Email a scanned pdf application to hr@gfoppinc.org. You may request an application & job description by calling 406-761-0310 or visit <https://oppincchanginglives.org/>