



Opportunities, Inc.
"Helping People, Changing Lives"

Job Opening Announcement- Staff/Public

June 18th - July 2nd, 2026

Applications accepted until 4 p.m. July 2, 2026.

"EOE" M/F

Job Title: Head Start Family Services Coordinator

Salary: \$25.94 plus full benefits

Overall Responsibilities:

1. Supervise and coordinate the ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) process for Head Start Prenatal to Five program.
2. Assessment and planning of Family Services needs of Head Start Prenatal to Five families.
3. Oversee and provide direct Family Services support to Head Start Prenatal to Five families linking them to community and agency programs and resources.
4. Assure compliance of Head Start Prenatal to Five Performance Standards, agency policies, and all state regulations.
5. Oversee transportation services and bus routes, ensuring best use of agency transportation resources in meeting overall parent needs.
6. Oversees Mental Health Services ensuring compliance with Written Service Plans and Program Performance Standards.
7. Will be expected to successfully demonstrate the skills as outlined in the Office of Head Start's Skill Profile.
8. Provide direct supervision to Bus Divers.
9. Will be expected to become completely familiar with the agency 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. B.S. degree in Social Work or Human Services field.
2. Must pass all background checks and screenings processes as per federal, state and agency regulations, inclusive of specific checks prior to your first day of work.
3. Knowledge of available Community Resources and Family Services Programs.
4. One (1) year successful supervisory experience.
5. Proven skills in written and oral communication.
6. Must have knowledge and work experience with computer programs such as Microsoft, Excel, and Outlook.
7. Ability to work with local, state and federal agencies.
8. Ability to accept and utilize supervision.
9. No prior convictions of physical or sexual abuse.
10. Must be able to occasionally lift up to 50 pounds.
11. Must follow Drug and Alcohol Policies and Procedures.
12. Ability to communicate effectively with people of various social and economic backgrounds.
13. Demonstrate respect for children and adults from various cultures and backgrounds.
14. Must be able to comply with background check, inclusive of fingerprints, as required by the Agency and/or Montana Day Care Licensing Agency.
15. Must be able to work independently.

An Opportunities, Inc. Employment Application must be completed for consideration. email scanned pdf applications to hr@gfoppinc.org

You may request the application and a complete job description by calling or stopping by
1100 1st Ave. N. Great Falls, MT 59401 | 406-761-0310