JOB OPENING
Date Posted: October 16, 2019

Applications accepted until filled

THE FOLLOWING POSITION IS AVAILABLE:

Job Title: Health & Development Assistant
Primary Office Location: Webb City Joplin Head Start
Job Status: Full-time
Hourly Wage: $10.18
Job No.: HDA-WC10-01
Insurance Benefits: Yes
Employee Referral: No

GENERAL DESCRIPTION
The Health and Development Assistant (HDA) provides specialized classroom learning experiences to children with special needs and performs a variety of record-keeping tasks relating to health and disabilities services. Ensures compliance with Missouri Child Care Licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

RESPONSIBILITIES
For a complete list of duties and responsibilities for this position may be viewed at www.escswa.org, Employment, Job Description link, Health and Disability Assistant, or contact Human Resources (417) 627-2005.

MINIMUM QUALIFICATIONS REQUIRED
High school diploma or general education degree (GED) and two years related work experience in an early childhood program; or equivalent combination of education and experience. Should have some experience or training in special education. Must have or be able to obtain a Class “C” Commercial Driver’s License, have reliable transportation and must meet Missouri automobile liability minimum requirements. Must pass agency background screenings.

TO APPLY, return agency application to:
Jerry Nichelson, Director of Human Resources
Economic Security Corporation
302 S. Joplin Avenue
Joplin, MO 64801
Or email to jnichelson@escswa.org
Applications available online at www.escswa.org
Or by contacting 417-627-2005.
EEO