

# WESTERN EGYPTAIN EOC Head Start

## Employment Opportunities

Serving: Randolph and Perry Counties – Southern Illinois

**Steeleville IL: HEALTH MANAGER:** 40 hours per week, Monday – Friday 8:00 a.m. – 4:30 p.m. Needs to be organized. Duties include: monitor and file child and staff health records; monitor food service at the Centers; monitor Center safety and health checklists. Must have a Minimum Requirement of Bachelor's Degree in health or related field. Does not have to be a LPN or an RN.

\$23.87 per hour. 12-month position with benefits: Vacation time, Health Insurance, and IRA participation.

All applicants must meet the requirements of Illinois Department of Child and Family Services licensing standards. Equal Opportunity Employer.

Please submit a Letter of Interest to Lauri Koen – Head Start Director, Western Egyptian EOC Head Start, PO Box 7-1 Industrial Park, Steeleville IL 62288.

Letters may also be emailed to Lauri Koen at [headstartdr@weeoc.org](mailto:headstartdr@weeoc.org).

**Steeleville IL: FAMILY & COMMUNITY PARTNERSHIP MANAGER:** 40 hours per week, Monday – Friday 8:00am – 4:30pm. Needs to be organized. Responsible for enrollment and child attendance (ERSEA). Oversee work of Family Advocates and Parent Involvement Coordinator. Involvement in Community Agencies with which Head Start has partnerships. Must have a Bachelor Degree.

\$23.87 per hour. 12-month position with benefits: Vacation time, Health Insurance, and IRA participation.

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**Virtual - NUTRITION CONSULTANT:** Prepares cycle menus for Preschool Age children. Prepares menus for children with food allergies/restrictions. Monitors IHP for children with food allergies/restrictions. Menus follow the Child Adult Care Food Program (CACFP) guidelines. Work completed and submitted via email. Approximately 30 hours every three months.

\$35 per hour. Must be a registered dieticians or nutritionist with appropriate qualifications.

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**Randolph and Perry Counties: MENTAL HEALTH CONSULTANT:** Provide a regular schedule of mental health consultation by a qualified mental health profession to ensure that day-to-day program practices promote mental health and assist in the effective identification and intervention in family and staff concerns about a child or parent's mental health. Provides or refers child, family, and staff with counseling services, as necessary. Serves Centers in Randolph and Perry County (Coulterville, Percy, Tamaroa, Pinckneyville, Sparta). Approximately 20-30 hours per month.

\$80.00 per hour (may be negotiable). Must be a licensed or certified mental health professional.

All applicants must meet the requirements of Illinois Department of Child and Family Services licensing standards. Equal Opportunity Employer.

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**Steeleville IL: PARENT INVOLVEMENT SPECIALIST:** Plans and attends Family Activities and Meetings. Encourages parent/guardian participation in child's schooling. Creates parent/guardian/family volunteer calendar for school year to include families in the classroom. Must have an Associate Degree in a Head Start related field; Bachelor's degree preferred. Must be willing to obtain a Family Community Development credential – paid for by the Program. 11-month position: August 1 – June 30. 35 hours per week. \$17.54 per hour.

All applicants must meet the requirements of Illinois Department of Child and Family Services licensing standards. Equal Opportunity Employer.

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**Steeleville IL: DISABILITY SPECIALIST:** Advocates with parents (teaches parents how to advocate for their child). Attends IEP meetings. Updates IEP and child's related paperwork.

10-month position: August 1 – May 31. 30 hours per week. \$17.89 per hour. Must have a Bachelor Degree.

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**Sparta IL. and Tamaroa IL: BUS DRIVER – 2 Positions:** Needs a CDL – will pay for applicant to acquire a CDL if does not currently have a CDL. Must be a High School graduate or have a GED.

\$17.24 per hour. August 1 – April 30. Split shift.

All applicants must meet the requirements of Illinois Department of Child and Family Services licensing standards. Equal Opportunity Employer.

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**Percy IL: COOK-AIDE:** Prepares breakfast and afternoon snack for children. Lunch is vended from area school – needs to pick-up lunch and prep to serve to children. Clean up after meals, clean kitchen, and light Center cleaning duties. Must have a High School diploma or GED. Must have a valid Food Manager license or be willing to get one – Western Egyptian EOC Head Start will pay for the course.

August 1 – April 30; 32 hours per week; \$15.74 per hour. All applicants must meet the requirements of Illinois Department of Child and Family Services licensing standards. Equal Opportunity Employer.

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**Sparta IL: ASSISTANT TEACHER POSITIONS:** Must have a CDA or be willing to obtain a CDA or have a CDA and are currently working on an Associate Degree in Early Childhood Education or have an Associate Degree in Early Childhood Education. Western Egyptian EOC Head Start provides tuition assistance if needed to obtain a required certification and/or degree.

9-month position August 1 – April 30. (Qualify for unemployment when laid off during the summer months.)

Starting wage: \$15.92 per hour.

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