



Current Openings-Accepting Applications-10/12/2021

Lead Teacher-Head Start- Tennyson and Petersburg-Full Time-37.5 hours per week-5 days per week-part year position

Responsibilities include working as a member of the teaching team to plan and implement activities in the Head Start classroom.

Qualifications:

- Bachelor Degree in Early Childhood Education preferred
- Associate Degree in Early Childhood Education required
- Experience working with 3-5-year-old children in a preschool setting required

Substitute Cook – Head Start – Jasper and Petersburg

TRI-CAP has an opening for Substitute Cooks at our Jasper and Petersburg locations. The hours and days may vary up to 37.5 hours per week. Mon-Fri 8:00 a.m. to 4:30 p.m.

Head Start Cooks are responsible for maintaining sanitation standards, safety, preparing and storing food, maintaining accurate records for food purchases and supplies, serving meals and snacks in a family-style setting, participating in staff meetings, and staff development.

Requirements:

Applicants must have a high school diploma or equivalent. Previous experience with food preparation desirable with the ability to learn and implement food programs is necessary. Must meet Head Start and Indiana Child Care Licensing Regulations, including Head Start Standards of Conduct, federal and state criminal history requirements, sex offender registry checks, drug screen, physical and complete an annual T.B. test.

DFC Grant Coalition Manager - Dubois County CARES – 37.5 hours Per week.

The DFC Grant Coalition Manager will be responsible for implementing programs and strategies to prevent substance abuse among youth through development of community partnerships and community collaborations.

- Ability to be flexible in work schedule as required by the CARES plan of work.
- Ability to communicate effectively and establish a good rapport with individuals of variety of socio-economic, racial and religious backgrounds.
- Working knowledge of social services organizations and government and community resources.
- ability work independently, with limited supervision.
- Excellent verbal and written communications skills.

Qualifications:

- Bachelor's degree in social work, health services, mental health services or public health administration or similar field is required. Master's degree preferred.
- Five years of leadership experience preferred.
- Prevention Specialist Certification is preferred.
- Experiences with community coalition development is preferred

Teacher Assistant-Head Start-Boonville-Full Time-37.5 hours per week-5 days per week-part year position

Responsibilities include working as a member of the teaching team to plan and implement activities in the Head Start classroom.

Qualifications:

- Associate or Bachelor Degree in Early Childhood Education preferred
- CDA accepted or High School Diploma and currently working towards CDA accepted
- Experience working with 3-5-year-old children in a preschool setting required

Send completed application/resume to recruiting@tri-cap.net or HR/TRI-CAP, PO Box 729, Jasper, IN 47547 to apply. Preference will be given to current employees that apply. Positions will be posted until filled unless otherwise noted.

See our website for more information: www.tri-cap.net/employment/.



(3) Weatherization Shell Worker-Jasper-Full Time-37.5 hours per week

Responsibilities include air sealing, insulating and other measures associated with weatherizing homes per specifications.

Qualifications:

- HS equivalency diploma
- Ability to obtain required certifications within 9 months of hire
- Knowledge of home building
- Basic computer skills

Health & Safety Manager-Head Start - Boonville, Jasper OR Petersburg location - Full Time - 37.5 hours per week - 5 days per week - Salary/Exempt position

Responsibilities include ensuring that the fleet, facilities, health, nutrition, and safety requirements are met in accordance with the Head Start Performance Standards.

Qualifications:

- Bachelor Degree in public health, nursing, health education. or related field required
- Experience and training required in areas that include child growth and development, early childhood education, and family support and/or a health-related field
- Management/Supervisory experience preferred
- Must obtain/maintain certification in CPR and First Aid
- Must obtain/maintain ServeSafe or similar certification

Center Aid-Head Start- Boonville, Petersburg-Full Time-37.5 hours per week-part year position

Responsibilities include providing assistance with all center operations, including classroom assistance, cleaning, meal distribution and special projects.

Qualifications:

- Must have a minimum of High School Diploma or GED.
- In accordance with Indiana State Licensing Regulation 470 IAC 3-4.7-24 must be 18 years of age.
- After 6 months of employment, must enroll in a Child Development Associate (CDA) program to be completed within 2 years of 6 month hire date, OR a program leading to an Associate or Baccalaureate Degree in Early Childhood Education. Until the CDA, Associate, or Bachelor's Degree in ECE is obtained, the employee will be required to attend an additional 15 hours of in-service training per year. The training must be related to early childhood education.

Family Support/Resource Specialist-Healthy Families-Petersburg, IN-Full Time-37.5 hours per week-5 days per week

Responsibilities include screening and assessing families; providing education to participants regarding parenting and child development; providing necessary referrals; community outreach; and documentation all while maintaining standards set by the program and/or agency.

Qualifications:

- Must have a minimum of High School Diploma or GED. Bachelor's degree preferred
- Experience in working with, or providing services to children and families including: knowledge of family dynamics, parenting, child growth & development, child health issues, maternal-infant health, and dynamics of child abuse
- Must be able to use the computer competently, including navigating databases, researching on the internet, and applicable software applications
- Valid drivers' license and dependable automobile with vehicle insurance required
- Bilingual in Spanish desired but not required

Substitute Assistant Teacher AND/OR Substitute Assistant Teacher/Qualified-Head Start-Any Dubois, Pike or Warrick County Head Start Site-see website for more information, www.tri-cap.net.

Substitute Receptionist-Boonville-see website for more information, www.tri-cap.net.

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