



FAMILY RESOURCE ADVISOR

Department: Parent, Family & Community Engagement
Location: Bloomington
Employment Status: FT, FY
Posting Date: December 21, 2016
Posting Expiration Date: January 4, 2016

Purpose of Position

The Family Resource Advisor is responsible for implementing services that support, nurture and direct families toward self-sufficiency. The FRA will involve both parents and communities in utilizing all available resources to meet the family's educational, health and social service needs. This position will also partner with families in assessing strengths and setting goals. The FRA is also responsible for the recruitment of Head Start children and will implement effective strategies to recruit from the low-income community.

Qualifications

- Bachelor's degree in social, human or family services.
- Minimum of 1 year experience working in a social-, human- or family-services organization.
- Competent computer skills including the ability to maintain an effective database for program reporting.
- Be able to work with families and colleagues from varied social, ethnic and economic backgrounds.
- Valid Illinois driver's license, automobile insurance, and reliable vehicle transportation.

How to Apply:

Please submit a cover letter, resume, three written letters of recommendation, and college transcripts. If you have submitted this documentation in the last 3 months, please contact Human Resources to pull and verify your application.

Please submit your application documents by the posting expiration date listed on this announcement to:

Human Resources
206 Stillwell St, Bloomington, IL 61701
Email: jobs@heartlandheadstart.org