



Helping People. Changing Lives.
Bolivar County Community Action Agency, Inc.

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Elnora Littleton, Executive Director
Head Start/ Early Head Start Director

TO: ALL EMPLOYEES

FROM: Dr. Regina Spivey, Human Resources Director/Trainer

RE: **JOB VACANCIES**

DATE: September 29, 2001 and October 6, 2021

Bolivar County Community Action Agency, Inc. has the following job openings:

CASE MANAGER – WATER ASSISTANCE PROGRAM (1)

Plans and implements the activities of the CSBG/LIHEAP programs in accordance with the Division of Community Services guidelines as directed by the Program Director. Case Management, Interviews, Assessments, Monitors and Excellent Customer Service.

- High School Diploma required.
- One (1) years' experience in Case Management.

Bolivar County Head Start/Early Head Start Program has the following job openings:

NUTRITION DIRECTOR (1)

Directs and supervise the planning, scheduling, and preparation of meals and snack provided to children enrolled in Bolivar County Head Start Programs that meet USDA and MS state regulations. Must provide information and guidance to the staff concerning the principles of good nutrition, sanitary practices, proper use of kitchen equipment, and attractive food preparation. Designs and conducts an in-service training program that will provide the cooks with food preparation, serving, and storage skills. Monitors Head Start kitchens for compliance.

- Registered Dietician or Nutritionist (Required).
- Bachelor's degree in Nutrition Dietetics, Food System Management, Human Nutrition, Home Economics or related field.
- Three (3) years of experiences in supervising a food program.
- ServSafe Certification (Preferred)

TEACHER ASSISTANT – ROSEDALE (1), and CLEVELAND CENTER #2 (1)

Organizes classroom space into functional areas (interest centers) as directed by the teacher. Maintains a clean and healthy classroom environment. Makes observations and assesses children in each developmental area utilizing an assessment instrument selected by the Agency. Participates in the evaluation of each child's progress on an on-going basis.

- A.A. Degree in Early Childhood Development or a related field and experience working with young children.

TEACHER – SHAW CENTER (1)

Organizes classroom space into functional areas (interest centers) that are recognizable by children. Makes observation and assesses each child in each developmental area, utilizing an assessment instrument selected by agency. Conducts classroom activities according to the appropriate level of the child and in accordance with daily schedule.

- B.S. Degree in Early Childhood Development or a related field and experience working with young children.

EARLY HEAD START CAREGIVER (1) - BILLY JOE MCCAIN

Provides a comprehensive program of guidance, direction and meaningful classroom experience designed to meet the individual needs of each student in accordance with ACYF and Early Head Start Performance Standards.

- A.A. Degree in Early Childhood Development or a related field.
- One (1) experience working with young children.

**EARLY HEAD START EXPANSION FLOATER –
BILLY JOE MCCAIN (1) and ROSEDALE (1)**

Provides for constant supervision of children during all activities – indoor and outdoor. Organizes classroom space into functional areas (interest centers) as directed by the EHS Caregiver.

- A.A. Degree in Early Childhood Development or a related field and experience working with young children.

Must be able to pass a criminal background check, physical and drug screen. Mandatory COVID-19 Required.

DEADLINE TO APPLY – October 13, 2021

Please submit a cover letter of interest, resume and three (3) professional references via email to: ***alambert@bolivarcaa.org***. ***The deadline to apply is October 13, 2021.***

BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.