



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
EHS Child Care Partnership Assistant Manager	Temporary Full Time/Non Exempt	02/21/2018
Department/Location	Entry	Closing Date
Head Start/	\$19.31 per hour	OPENED UNTIL FILLED

Required Education & Experience:

Bachelor's Degree (four year college or university) in Early Childhood Education or related field with three to seven years related experience with supervisory experience. An equivalent combination of education and experience may be considered.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

- Assists the Head Start Management Team in establishing work plans and Standard Operating Procedures relating to the Early Head Start Child Care Partnership Grant.
- In collaboration with the Head Start Management Team, develops, maintains, and monitors a system of documentation of activities, record keeping, and monthly reporting as required by HHS and agency standards.
- Coaches, counsels, rewards and disciplines employees to maintain positive job results. Plans, monitors, and appraises job results.
- Coordinates and collaborates with the Head Start Management Team to ensure integration of all Early Head Start Child Care Partnership Grant services is achieved.

Knowledge:

Applicant must be able to:

- Have demonstrated ability to plan, supervise, and evaluate work of subordinates. Knowledge of principles of organization and management is required.
- Have a thorough knowledge and understanding of the needs, characteristics, and development of low income infant, toddlers, pre-school aged child and family. Be Familiar with North Carolina Day Care Licensing regulations.
- Work and communicate well with a variety of people.
- Be in good medical health as evidenced by an annual medical examination.
- Have annual TB test indicating negative results.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

**“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**