



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

EARLY HEAD START FLOATER

Hours: 7:30 am – 3:30 pm (12-month position)

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking Early Head Start Floaters. The responsibilities will include:

POSITION SUMMARY

The Floater is responsible for maintaining teacher/child ratio in classrooms where staff is absent from classroom. The Floater will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

POSITION QUALIFICATIONS

- High School Diploma or GED and Early Childhood Credentials.
- Experience with preschool aged children in a group setting.
- Bilingual English/Spanish skills helpful.
- Ability to set and maintain professional boundaries with families.
- Ability to visually supervise children. Ability to hear a child communications, including crying and pre-language communications.
- Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing. Occasional lifting up to 40 lbs.
- Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
- Lifting children weighing up to forty (40) pounds.
- Bending at the waist, kneeling or crouching to maintain direct eye contact with children.

Submit a completed application, resume and 3 letters of professional reference by December 15, 2021 to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Attn: Ruby Bryant or Alisa Bizzell

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$22,154 year

AN EQUAL OPPORTUNITY EMPLOYER
UNITED WAY AGENCY