



Employment Opportunity
Butler County Educational Service Center
July 29, 2010

POSITION: Assistant Manager - Health

DESCRIPTION: To ensure, via coordination, management and facilitation, the identification, enrollment, and provision of individual services to children and families; to ensure that comprehensive health services are provided for all enrolled Early Head Start children, to promote preventive health care, assists in the linkage of families with the appropriate health care system; to provide health services in accordance with Early Head Start Standards, Ohio Preschool Programs Licensing rules/regulations and BCESC policies and procedures.

QUALIFICATIONS:

- LPN, Associate or Bachelor degree in Nursing, Health Education, Medical Assistant diploma with experience, or combination of education and work experience.
- Two (2) years experience in Nursing, Health Education, Pediatrics, Obstetrics, or other health related field.
- Management and supervision skills
- Valid Ohio driver's license with good driving record and daily access to insured private car during working hours
- Willingness/ability to work as a team member
- Good organizational skills
- History of good job attendance
- Must pass criminal background checks, drug and alcohol tests and be free from communicable disease.

STARTING DATE: August 2010

SALARY: Per Board Approved

BENEFITS: Based upon Board Policy

WORK YEAR: Part Time or Full Time

DEADLINE: August 6, 2010 or until filled

APPLY TO: Send letter of interest and resume to:
Butler County Educational Service Center
L. Thesken, Assistant Superintendent for Human Resources
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.)
