

**DATE:** December 19, 2017

**TO:** Area Newspapers

**FROM:** Kraig Gratke  
ECFD Department Director

Robert Benes  
Executive Director



### **Dynamic Leadership Position**

Lakes and Pines' Head Start has an opportunity for you as a Lead Home Visitor. Lead Home Visitors are responsible for the supervision of the Early Head Start/Head Start Home Visitors located in the sub-offices. This position oversees the operation of the sub-office sites, acts as a liaison between the main office service area Coordinators and Managers and the sub-offices, maintains supply inventories, and conducts performance evaluations. Lead Home Visitors provide direct home visiting services for up to six families.

Position requires a minimum of a High School Diploma or equivalency. Preferred education is a Bachelor's degree in Early Childhood, Pre-Kindergarten Licensure, or Child Development Associate (CDA) Credential. Must have experience working with children ages 0-5, be sensitive to the lifestyles and needs of low-income clientele, and must have supervisory, administrative, and communication skills in order to supervise staff.

This is a full time position with competitive salary and a generous benefit package. Benefit package includes medical, dental, life insurance, retirement with 5% match, vacation and sick leave, 12 paid holidays per year (including 1 floating holiday), and work mileage reimbursement at the current government rate. Lakes and Pines is able to provide education reimbursement opportunities for approved education plans and also offers many professional development opportunities.

For information, job description, and application contact Lakes and Pines C.A.C., Inc., an Equal Opportunity Employer, 1700 Maple Avenue East, Mora, MN 55051-1227; (320) 679-1800 x138 or [www.lakesandpines.org](http://www.lakesandpines.org). Reasonable accommodations made upon request. Minorities, women, people with disabilities and veterans are encouraged to apply. All applicants are required to complete an agency application. Application deadline is January 5, 2018, at 4:00 p.m.