

EMPLOYMENT OPPORTUNITIES

Chesterfield-Marlboro EOC, Inc. Weatherization Department is seeking a Home Assessor. The Assessor will work under direct supervision of the program director and assist qualified residents in our service area with their home energy efficiency needs. Services provided include assessing homes, using a variety of methods to determine energy usage and suitability for our program services.

Successful applicant must possess the following minimum qualifications:

- Valid South Carolina Driver's License with a good driving record and be able to travel.
- High School Diploma or equivalent
- Intermediate computer skills.
- Good knowledge of math and basic algebra. Must be able to pass pretest.
- Ability to communicate effectively both orally and in writing.
- Must be able to successfully complete extensive Tier 2 classroom and field trainings within six (6) months of hire.
- Must be able to successfully complete extensive Tier 1 (Energy Auditor) classroom and field trainings within nine (9) months of hire.
- Must be physically able to lift and carry 25-35 lbs., bend, stoop, crawl and climb.
- Must have some basic knowledge of building principles.

Chesterfield-Marlboro Economic Opportunity Council, Inc. (CMEOC) Head start is a comprehensive child development program which provides a range of individualized services in education and early childhood development, medical, dental, mental health, nutrition, and parent involvement. The overall goal of Head Start is to increase the social abilities of young children in low-income families and prepare them for public school.

Chesterfield-Marlboro EOC Head Start is currently seeking applications for the following positions:

Teachers (Chesterfield and Marlboro Counties) – Requirements:

- Associates or higher degree in Early Childhood Education from an accredited college/university.
- Experience working with children 3 – 4 years of age.
- Effective communication skills both verbally and written.
- Strong computer skills using a variety of software application.
- Must obtain a CDL Driver's License with PS endorsement.
- Must meet SC Day Care regulations/standards. (SLED/FBI Background, Central Registry of Child Abuse and Neglect)

Teacher Assistant/Bus Driver (Both Counties) – Preferred candidate must have the following:

- Certificate, AA or higher degree in Early Childhood Education from an accredited college/university.
- Experience working with children 3 – 4 years of age.
- Effective communication skills both verbally and written.
- Strong computer skills using a variety of software application.
- Must obtain a CDL Driver's License with PS endorsement.
- Must meet SC Day Care regulations/standards. (SLED/FBI Background, Central Registry of Child Abuse and Neglect)

Bus Drivers Part-Time – Provide safe bus transportation for Head Start children assuring each child is picked-up and delivered safely on schedule.

- High School Diploma/GED
- Minimum Age: 21
- CDL Driver's License with PS Endorsement
- Good written and oral communication skills
- Must meet SC Day Care Regulations/Standards (SLED/FBI Background, Central Registry of Child Abuse and Neglect)

Family Service Coordinator – Requirements:

- BS Degree in Social Work, Psychology, Sociology, or a related field from an accredited college/university.
- Three years related experience and/or training; or equivalent combination of education and experience.
- Ability to relate to pre-school children 3-4 years of age.
- Effective communication skills both verbally and written.
- Must have a strong knowledge of local community resources.
- Ability to work independently as well as in a team environment.
- Ability to prioritize and manage a complex workload and deadlines.
- Ability to conduct home visits and travel to Head Start sites.
- Strong computer skills.
- Must possess a valid South Carolina Driver's License.
- Must meet SC Day Care regulations/Standards. (SLED/FBI Background, Central Registry of Child Abuse and Neglect)

Chesterfield-Marlboro EOC, Inc. is an Equal Opportunity Employer