



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Family Services Coordinator

**Location:** Peninsula

**Component:** Head Start

**Qualifications:** A Bachelor's Degree in Social Work, Counseling, Human Services, Psychology, Sociology and/or a related field, and at least five (5) years of experience working in a human services setting. Must possess training, experiences, and knowledge that include social work, counseling, human services, psychology and dealing with diverse population. Must possess good oral, and written communication skills. Acceptable Criminal record check, Child Protective Services search, and a valid Virginia driver's license required for employment.

**Duties:** Will work as a supervisor/team member with the Family/Community Partnership service area to ensure coordination and implementation of activities and services for enrolled children and families. Will establish Community Partnerships with agencies in the community that will benefit Head Start.

**Salary Range:** \$51,011 - \$55,256 annually with Benefits. Forty (40) hours per week.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.