

## **JOB OPENING**

Date Posted: October 28<sup>th</sup>, 2022  
Applications accepted until filled

### **THE FOLLOWING POSITION IS AVAILABLE:**

<b>Job Title:</b>	<b>Language Assistant</b>
<b>Primary Office Location:</b>	<b>Carthage Head Start</b>
<b>Job Status:</b>	Full-time (40 hrs/week)
<b>Minimum Starting Wage:</b>	<b>\$13.02</b>
<b>Job Number:</b>	LA-C10-28
<b>Insurance Benefits:</b>	Yes
<b>Employee Referral:</b>	Yes

### **MINIMUM QUALIFICATIONS REQUIRED**

**Ability to speak fluent Spanish and English, and to translate both written and oral material required;** Must possess valid driver's license, have reliable transportation and meet Missouri automobile liability minimum requirements. Must pass agency background screenings.

### **GENERAL DESCRIPTION**

The **Language Assistant** translates documents and other materials from one language by reading material and rewriting material in specified language, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics. The Language Assistant translates spoken passages from one language to another. This position also assists the Early Head Start Staff in providing comprehensive education and early childhood development activities to children and parents. Head Start classes operate on a nine-month academic year.

### **RESPONSIBILITIES**

A complete list of the duties and responsibilities for this position may be viewed at [www.escswa.org](http://www.escswa.org), Employment/Job Descriptions/Head Start/Language Assistant or by contacting Human Resources at (417) 627-2025, or by email to [careers@escswa.org](mailto:careers@escswa.org).

**TO APPLY**, submit application/resume and transcript to:

Economic Security Corporation  
302 S. Joplin St.  
Joplin, MO 64801  
or email to [careers@escswa.org](mailto:careers@escswa.org)  
Applications available at [www.escswa.org](http://www.escswa.org)  
or by calling 417-627-2025  
EOE

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