

JOB OPENING

Date Posted: September 29th, 2022

Applications accepted until filled

THE FOLLOWING POSITION IS AVAILABLE:

Job Title:	Language Assistant
Primary Office Location:	Webb City/North Joplin Head Start
Job Status:	Full-time (40 hrs/week)
Minimum Starting Wage:	\$13.02
Job Number:	LA-WC09-22
Insurance Benefits:	Yes
Employee Referral:	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, Employment/Job Descriptions/Head Start/Language Assistant or by contacting Human Resources at (417) 627-2025, or by email to 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
Applications available at www.escswa.org
or by calling 417-627-2025
EOE

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