

Date Posted: 3/22/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Head Start Program Specialist (Washington D.C.)

Employer/ Agency: Department of Health and Human Services

Job Description: This position is located in the American Indian and Alaska Regional Office (AIAN), Program Operations Division (POD), Office of Head Start (OHS), Administration for Children and Families (ACF), Washington, DC. Incumbent will provide support to the Regional Program Manager of AIAN and perform a full range of services to Head Start grantee agencies with an emphasis on services to infants, toddlers, and pregnant women.

1 vacancy - Washington DC Metro Area, DC

Serve as a Contracting Officer's Technical Representative (COTR).

Perform the full scope of duties related to grant work.

Provide advice and guidance on regulations, program, and fiscal policies and guidelines which pertain to Head Start programs.

Provide assistant to Regional Office managers and staff regarding acquisition activities.

Advise the Regional or Program Manager on the state of contacts and budget.

Qualifications: U.S. Citizenship

Suitable for Federal employment, determined by a background investigation.

Must have relevant experience and/or education (see Qualifications tab).

Males born after 12-31-59 must be registered with Selective Service.

May have to serve a one-year probationary period.

Some travel required.

Salary/Hours: \$51,630-\$97,333/Year; Full Time

Employer/ Agency: Mid-Atlantic Services Branch

Address: 200 Branby Street

City, State, Zip: Norfolk, VA 23510

Telephone: 757-441-6765

Email: norfolkmail@opm.gov

Application Method: Go to: <http://jobview.usajobs.gov/GetJob.aspx?JobID=86980032>

Opening Date: March 19-April 2

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you