



As of March 31, 2017 these are the current job openings with the Hampton Roads Community Action Program. You can complete and submit an application in one of the following three (3) ways:

- ✓ Print an application, and mail the application along with your resume to:  
P.O. Box 37, Newport News, VA, 23607
- ✓ Email a completed application and resume to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)
- ✓ You can apply in person at  
2410 Wickham Avenue, Newport News, VA 23607  
Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday

Current jobs, and abbreviated job descriptions are below:

**Bus Driver (Southside & Peninsula)**

**\$19,877**

**Duties:** Provides safe, quality; transportation services to children and families in the Head Start/Early Head Start Program.

**Qualifications:** High school diploma or GED. Minimum one year experience driving a bus. Candidates must possess a valid Virginia Commercial Driver's License and be able to obtain Passenger and School Bus Endorsement. Acceptable Criminal Record Check, and valid Virginia Driver's License required for employment.

**Case Manager (Southside)**

**\$31,334 - \$33,942**

**Duties:** Will work as a team member with the Family and Community Partnerships service area to assist in the coordination and implementation of activities and services in the areas of Family Services and Parent Involvement for enrolled children and their families. **Qualifications:** Minimum of two years of experience and a Bachelor's Degree in Social Work or related field. Extensive work experience in crisis intervention is a plus. Acceptable Criminal Record Check, and valid Virginia Driver's License required for employment.

**Housing Counselor – 40hrs (Peninsula)**

**\$35,037**

**Duties:** Provide personalized counseling in areas such as reverse mortgage, foreclosure prevention, credit, budgeting, and delinquency. Maintain listings of available housing resources and provides placement assistants, referral and guidance for intake clients. Educate perspective borrowers in the home buying and financing process. Provide follow up support as necessary to alleviate homeowner default. **Qualifications:** Requires a designation as a Certified Housing Counselor. Bi-Lingual preferred. Applicant must be highly motivated to contribute to the communities we serve. Criminal Record Check, and valid Virginia Driver's License required for employment.

**Teacher Assistant – 40hrs (Southside & Peninsula)**

**\$18,884 - \$24,837**

**Duties:** To assist the teacher in providing a successful, safe and supervised educational setting for children, while they are in the Head Start environment (classroom, outdoor play area, and field trips) **Qualifications:** Minimum of two years of experience and an Associate's Degree in Early Childhood Education. A Child Development Associate (CDA) credential is a plus. Criminal Record Check, and valid Virginia Driver's License required for employment.