



The Community Action Organization of Erie County, Inc.

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:

U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

JANUARY 28, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in of our CAO Head Start centers located throughout Erie County

**POSITION: FAMILY PARTNER for HEALTH
(3 POSITIONS)**

DUTIES:

Assist with the provision of technical assistance and monitoring of health information within children's files including physicals, dentals, and needed screenings. Assist with immunization surveys and referral follow-up. Assist with health summary reports, PIR information collection, and monthly reports. Provide assistance with health screening to include growth assessments, developmental screening, blood pressure, vision, and hearing. Complete Health and Safety checklists/Safe Environments. Monitors referral follow-up first aide kits, and health education in the classroom.

QUALIFICATIONS:

A.A.S. degree in Health, Human Services, or related field and alt least one year working experience in a related field as noted

Or

FDC credential and two years experience working in a related field as noted above

Or

High School diploma with: Training and skill in health related areas/child development, knowledge of child and family health care, previous experience in working with families with low incomes, computer experience. Head Start/Early Head Start experience preferred, three years experience working in a related field as noted above.

Position involves travel between sites on a regular basis. Reliable transportation is required

SALARY: \$9.00 - \$11.00 months, plus benefits DOE

Applications/resume will accepted at the CAO HR Department, 70 Harvard Place, Buffalo, up February 12, 2010 or email to caohr@roadrunner.com. NO PHONE CALLS PLEASE!

JOB POSTING #090