



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 25, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO Head Start Program, located at 70 Harvard in Buffalo.

POSITION:

MENTAL HEALTH SERVICE AREA MANAGER

DUTIES:

Provide leadership to the Mental Health content area by performing advanced and highly technical duties, including monitoring, training and technical assistance specific to mental health service and follow-up to CAO Head Start/Early Head Start direct run and delegated programs to ensure Performance Standards compliance. Facilitates bi-monthly content area meetings. Provide supervision to Mental Health Coordinators. Complete all paperwork and reports.

QUALIFICATIONS:

LMSW with two years of mental health experience, or **MS in Social Work** with three years of experience, preferably with low-income children and families. Demonstrate written and oral communication skills. Previous Head Start experience desired. Must have access to transportation and able to visit sites throughout Erie County. Valid NYS driver's license required.

SALARY:

Starting at \$42,500, full time, plus benefits.

Applications/resume will be accepted at the CAO Human Resource Department, 70 Harvard Place Buffalo, NY 14209, or email to caohr@roadrunner.com up to February 12, 2010.

JOB POSTING #086

NO PHONE CALLS

An Equal Opportunity Employer