



The Community Action Organization of Erie County, Inc.

Funding Sources:

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

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

JANUARY 25, 2010

JOB NOTICE

IN HOUSE/PUBLIC

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

POSITION: FAMILY PARTNER COORDINATOR

DUTIES:

Responsible for the coordination, implementation, monitoring and evaluations of the Family and Community Partnership content area as defined by the Head Start Performance Standards. Supervises Family Partners who are responsible for providing Social Services, Parent Involvement, Disabilities Services and health and Mental Health services to families. Writing plans for Parent Involvement, serves as consultant to all parent groups. Attends various community meetings, provide and conduct training and submit written reports.

QUALIFICATIONS:

Bachelor's or Associate Degree in Human Development, Sociology, or Community Organization, plus 1 to 2 years experience in social service community work, or a High School Diploma with (5) years experience and a willingness to work toward an Associate's Degree.

SALARY: Starting at \$14.50 - \$16.00 per hour DOE, 12 months F/T- plus benefits.

Applications/resume will be accepted at the CAO Human Resource Office, 70 Harvard Place, Buffalo 14209 up to and including February 12, 2010 or email to caohr@roadrunner.com
NO PHONE CALLS PLEASE!

JOB POSTING #084