



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 28, 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 & COMMUNITY PARTNER SERVICE AREA MANAGER

DUTIES:

Provides leadership for the coordination of the CAO Head Start/Early Head Start direct run and delegated Family and Community Content area required by Performance Standards mandates. All duties are of an advanced type in the fields of Social Service and parent involvement. Assist in facilitating meetings with managers, coordinators/supervisors and family partners. Participate in strategic planning process, assistance to the Overall Policy Council subcommittee meetings. Assist in the collection, compilation & review of the Community Assessment data: maintain/updates agency knowledge of National, State, and local social service regulations.

QUALIFICATIONS:

MSW, MS in Human Services and 4 years experience in a human service field working with children and families preferred. **BS, BSW, or BA** in Social Work or Human Services and 5 years experience in a human service field working with children and families. Head Start experience, or working with adolescent parents and with home based option preferred.

SALARY: Starting at \$42,500 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.

JOB POSTING #093