



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

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

JANUARY 25, 2010

JOB POSTING

IN-HOUSE/PUBLIC

The following position is available in CAO Head Start Program located at 70 Harvard Place.

POSITION: HEALTH COORDINATOR

DUTIES:

Responsible for coordination, implementation, monitoring and evaluation of Head Start/Early Head Start Health Services to children and families, as outlined in the Head Start Performance Standards. Meet regularly with Coordinator Team for necessary monitoring and evaluation. Provides training and technical assistance to staff. Coordinate linkages with community resources and agencies for staff and families with health needs. Reviews records regularly, provides results of monitoring to the supervisory team and director. Attend Service Area meetings, Content Area meeting and Health Services advisory meetings.

QUALIFICATIONS:

Bachelor's Degree Nursing or R.N., or Public Health; or RN and two (2) years health related experience. (Will consider other health related degrees). Supervisory experience and experience with low income children and families preferred; or LPN with four (4) years health related experience

SALARY: \$32,000 – plus benefits

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

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