



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*

MARCH 11, 2010

JOB NOTICE

IN-HOUSE/ PUBLIC

The following position is available in our CAO New Venture Housing Program, located on Ridge Road, Lackawanna, NY.

POSITION:

**OVER NIGHT WORKER
(PART-TIME)**

DUTIES:

Supervise residents, during the evenings and weekends. Ensures the safety of the residents and the facility. Responds to crisis and emergency needs of the residents. Conducts periodic tour of the building during scheduled shift. Checks the condition and maintenance of the building. Document resident behavior and review with Housing Director.

QUALIFICATIONS:

High School Diploma or GED and/or some related experience

SALARY: \$8.25 per hour – 12- month

Applications/resumes will be accepted at the CAO HR Department, 70 Harvard Place, Buffalo 14209, or email resume to [**caohr@roadrunner.com**](mailto:caohr@roadrunner.com) up to and including March 26, 2010.

JOB POSTING # 102

An Equal Opportunity Employer