



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 29, 2010

JOB NOTICE

IN-HOUSE

The following position is available in our CAO Family Service Program. The work will be performed at CAO locations throughout Erie County.

POSITION: **Supervised Visitation Monitor**

DUTIES: Facilitate and monitor court ordered supervised visits between non-custodial parents and their child(ren), prepare reports on adult-child interactions during regularly scheduled visits and provide written and/or oral information regarding all assigned families.

QUALIFICATIONS:

Bachelor Degree, High School diploma, or GED required. Excellent oral and written communication skills, knowledge of computer applications ability to handle conflict and crisis situations with quick/sound resolution and judgment, and dependability are essential to success in this job.

SALARY: \$11.50 per hour – Full-time

Applications/resume, will be accepted at the CAO HR Department, 70 Harvard Pl. Buffalo, up to and including February 12, 2010 Or email to caohr@roadrunner.com.

JOB POSTING # 094