



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE:** EHS/CCP  
Family Community Partnership/ERSEA Specialist

**POSITION LOCATION:** Orleans and Genesee  
Counties

**PAY/HOURS:** Full Time, 40 hrs/week, 52  
weeks/year

## QUESTIONS OR RESUME TO:

*Susan Jessmer, HR & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY Monday, November 12, 2018**

Note: Internal Candidates may respond with a letter of interest and resume.

## MAJOR RESPONSIBILITIES

Along with other specialist, responsible for:

- Eligibility, Recruitment, Selection, Enrollment and Attendance of 72 children.
- Plans, monitors and assures families are provided all services according to program regulation.
- Works closely with community agencies to link families with services including subsidy payments for childcare.
- Trains and supervises Family Service worker.
- Assures Health requirements are met and recorded for all children.
- Monitor and follow up on attendance.

## REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work or related field.
- Demonstrated experience working with low-income and community agencies.
- Proven experience in supervision of others, effective communication, and organizational skills.
- Proficient in PC systems and MS Office products.
- Reliable daily means of personal transportation and a valid NYS Driver's License with acceptable driving record.
- Must be able to pass all background checks required by federal and state regulations.
- Previous experience with Head Start Program, and/or Child Care in New York State is preferred.