



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient  
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<p><b>POSITION/TITLE:</b> HEAD START FAMILY ADVOCATE</p> <p><b>POSITION LOCATION:</b> MEDINA</p> <p><b>PAY/HOURS:</b> 35 Hours/Wk, 52 Weeks/Year 8 and 5:30 Mon-Fri (daily schedule varies), occasional Evening or weekend</p>	<p><b>QUESTIONS OR RESUME TO:</b> Susan Jessmer, HR &amp; Payroll Administrator 409 East State Street Albion, NY 14411 <a href="mailto:hr@caoginc.org">hr@caoginc.org</a> 589-5605</p> <p><b>RESPOND BY:</b> February 26, 2021</p> <p>Note: Internal Candidates may respond with a letter of interest and a current resume.</p>
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## MAJOR RESPONSIBILITIES

- Works with FCP Specialist to maintain recruitment, enrollment, and attendance requirements
- Facilitates & tracks children’s physicals, lab work, dental exams & treatment
- Maintains all documentation in children’s files
- Provides case management & crisis intervention for families
- Guides families in setting and achieving personal goals
- Helps to initiate and sustain parent engagement
- Links families to community resources
- Works as a team member with classroom, site, and leadership team in case management
- Makes home visits to families and provides transportation when needed
- Compiles reports & statistics to FCP Specialist for required program monitoring

## REQUIRED MINIMUM QUALIFICATIONS

- One year of relevant Human Service experience
- Average to advanced computer literacy for data entry in ChildPlus software
- Valid NYS driver’s license, acceptable DMV record, and proof of minimum insurance according to agency policies/vehicle required
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, & Dept. of Justice fingerprinting
- Ability to pass NYS physical for day care licensing requirements

## EDUCATION

- Graduate of or currently enrolled in (min. 32 credit hours completed) AS/AAS/BS/BA Human Services or related program
- AAS in Human Services or related field
  - Candidates who will, within 18 months of hire, obtain an AAS or higher in Human Services or related field may be considered

## DESIRABLE QUALIFICATIONS

- BS in Social Work