



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient
www.caoginc.org

| | |
|--|---|
| <p>POSITION/TITLE: HEAD START FAMILY ADVOCATE</p> <p>POSITION LOCATION: Batavia</p> <p>PAY/HOURS: 40 Hours/Week, 52 Weeks/Year 8:00am - 5:30 Mon-Fri (daily schedule varies), occasional Evening or weekend</p> | <p>QUESTIONS OR RESUME TO: <i>Susan Jessmer, HR & Payroll Administrator</i> 409 East State Street Albion, NY 14411 hr@caoginc.org 589-5605</p> <p>RESPOND BY: August 1, 2022</p> <p>Note: Internal Candidates may respond with a letter of interest and a current resume.</p> |
|--|---|

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