

**POSITION ANNOUNCEMENT**

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

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| **POSITION/TITLE: FAMILY ADVOCATE**    **POSITION LOCATION: Batavia Head Start**  **5073 Clinton St. Rd., Batavia, NY**    **PAY/HOURS:** 40 Hours/Week, 52 Weeks/Year\*  8:00am - 5:30 Mon-Fri (daily schedule varies),  occasional evening or weekend    \*school holidays & winter / spring breaks off  Pay Range: $17.50-$18.50 |  | **QUESTIONS OR RESUME TO:**  *Human Resources*  *409 East State Street*  *Albion, NY 14411*  *hr@caoginc.org 585-589-5605 x104*    RESPOND BY: 08/20/2024    Note: Internal Candidates may respond with a letter of interest. |

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| **MAJOR RESPONSIBILITIES**   * Works with Family & Community Partnership Specialist to fulfill 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/ERSEA Specialist for required program monitoring   **REQUIRED MINIMUM QUALIFICATIONS**   * One year of relevant Human Service experience, including internships * 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**   * AAS in Human Services or related field   + Candidates with a minimum of 32 credit hours completed and 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   Community Action is an Equal Opportunity Employer EEO Contact Person: Lisa Elschker-HR Generalist lelschker@caoginc.org |