**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  |