



# 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- primary Office in Albion

**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: Wednesday September 7, 2022**

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

**MAJOR RESPONSIBILITIES**

Position is an integral part of a small team of experts carrying out the Early Head Start Child Care Partnership program for children 6 weeks- 3 years in child care Partner programs. Along with another FCP-ERSEA specialist, person is primarily responsible for:

- Eligibility, Recruitment, Selection, Enrollment and Attendance of 58 children in the program
- Plans, monitors and assures families are provided all services according to Office of Head Start program regulation.
- Promotes family engagement in agency family services, program opportunities and expectations related to local match(in-kind)
- Assesses need and works closely with community agencies to link families with services including subsidy payments for childcare.
- Provides Families with goal setting, referrals, information and assistance in obtaining/maintaining self-sufficiency
- Works closely with Day Care Partners and other EHSCCP staff to carry-out all program expectations
- Assures Health requirements are met and recorded for all children.
- Monitors and follows- up on attendance.
- Assists parents in obtaining or reinstating employment and related benefits
- Works closely with family to assure transition to Head Start or other childcare placement

**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.
- Vaccinated for COVID
- Previous experience with Head Start Program, and/or Child Care in New York State is preferred.