



POSITION ANNOUNCEMENT

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

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POSITION/TITLE: Early Head Start Child Care Partnership Program 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; comprehensive benefits

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605

RESPOND BY: Friday, June 2, 2023

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

MAJOR RESPONSIBILITIES

Position is an integral part of a small team of dedicated infant/toddler/family staff carrying out the Early Head Start Child Care Partnership program for children 6 weeks - 3 years in child care Partner Day Care 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 families 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 to visit sites in Genesee, Orleans and Niagara counties and a valid NYS Driver's License with acceptable driving record (mileage provided).
- Must be able to pass all background checks required by federal and state regulations.
- Previous experience with Head Start Program, and/or Child Care in New York State is preferred.