



# POSITION ANNOUNCEMENT

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

[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE:** HEAD START  
FAMILY ADVOCATE

**POSITION LOCATION:** Batavia

**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

**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: September 11, 2023**

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

**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