

Big Sandy Area Community Action Program
is seeking qualified candidates for a
Family Services Manager.

Responsibilities include:

- * Monitor the duties of all Family Advocates to assure families are receiving appropriate communication and services required by Head Start Performance Standards
- * Provide support, training, and technical assistance in specialty area and assist in development of training materials for staff, parents, and community volunteers
- * Evaluate the effectiveness of program and its staff by periodically completing CLASS and ECERS observation tools as well as assigned monitoring functions on the agency data tracking system (COPA)
- * Assist delegate staff in yearly update of parent materials (handbook, assessments, etc.)
- * Provide site visits to monitor family services and parent involvement performance standards
- * Support delegate staff in organizing and facilitating parent education classes and activities

Qualifications:

- * Bachelor's Degree in Human Services or related field required
- * Three years experience in a social service environment preferred
- * Ability to promote verbally and in writing an integrated service delivery model to Head Start families
- * Capacity to establish good working relationships and to work cooperatively with others to carry out program goals
- * Ability to utilize agency resources to appropriately answer questions and provide guidance to staff and parents
- * Valid driver's license and travel required.

**Qualified applicants may submit resume to : Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Closing date for applications is April 26, 2019.**