

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 September 10, 2021.**