

Job Posting

Position Title: Healthy Families Assistant Program Manager

Agency: Community Action Partnership

Classification: Non-Exempt

AGENCY:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, and Mentoring.

JOB SUMMARY:

This position is designed to assist the Healthy Families Program Manager in the coordination and implementation, in the following areas:

- Policy and Procedures
- Family and Community Partnerships
- Early Childhood Education/Disabilities/Referrals
- Supervising/Mentoring Staff

Healthy Families Assistant Program Manager ensures compliance with the Office of Children & Family Services and Healthy Families New York.

JOB DUTIES:

- Assist in the planning, development and direction of the Healthy Families Program to ensure that the development of the Healthy Families program meets all performance standards as defined by Healthy Families New York and the Office of Children & Family Services.
- Attend required trainings including those mandated by the agency and program
- Attend required agency meetings. Attend and assist in planning of monthly team meetings. Serve as a representative of the Healthy Families Program and Community Action Partnership at community meeting.
- Assist in completing reports, preparation of the budget and grant application.
- Use the databases that support program function and data collection to assist in monitoring program performance.
- Supervise a caseload of staff; requiring weekly regular protected time with each staff and more if needed. Attend regular supervision with Program Manager.
- Participate in required quality assurance activities including site visits, file reviews, observed home visits and phone calls to program participants.
- Complete required paperwork; to include supervision notes, quarterly and yearly program reports, annual service appraisals on staff, and any other pertinent documents.
- Participant in yearly Community Needs Assessment, Self-Assessment and Program Reviews to fulfill the responsibilities of the Program Manager in his/her absence.
- Other duties as assigned.

Perform duties as Early Childhood Development Specialist.

- Review all child development screens and assessments; work with staff to collaborate a plan that might include supporting staff in making appropriate referrals to Early Intervention.
- Monitor results of on-going assessments and children with disabilities. Provide monthly data reports to necessary outlets
- Represent Healthy Families as a liaison with Madison County Early Intervention serving as a representative on the Early Childhood Committee.
- Provide training to staff, Healthy Families Advisory Board and community partners. Act as a resource for parents and staff as needed.

QUALIFICATION AND SKILLS:

- Minimum Bachelor's degree is required in Social Work, health, early childhood education, child development, or related field plus four years of direct experience with multi problem families required.
- At least two years' experience in a supervisory or management position in a human services program including program planning, development and evaluation.
- Must have valid driver's license and evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.