



FAMILY PARTNERSHIP MANAGER

This full time position with our Head Start/Early Head Start program provides and promotes opportunities for parent participation in program and partnership building activities that support individual family goals and that address identified concerns. Provide oversight and monitoring of Eligibility, Recruitment, Selection, Attendance, and Enrollment (ERSEA). This position is responsible for establishing policies, procedures, and providing support and training to all staff responsible for carrying out Social Services/ERSEA responsibilities. As part of the Head Start/Early Head Start management team, this position helps direct activities to ensure compliance with Head Start Performance Standards, program regulations, and assist with overall program planning.

The successful candidate must possess a Bachelor's degree in Human Services, Social Services or related field. A minimum of two (2) years' experience in a social services program working with diverse group of families. Knowledge and experience in working with young children and families living in poverty. Must have a valid Ohio Driver's License and proof of auto insurance for work related driving. Must be able to sign a non-conviction statement, submit to a background check, a pre-employment physical and drug screen. Pay range is \$16.25 - \$21.25/hour depending upon degree and qualifications.

To apply for the above positions, please send a résumé and cover letter to LEADS Inc., ATTN: Human Resource Director, 159 Wilson Street, Newark, OH 43055, via email at leadshr@leadscaa.org or by fax at (740) 345-2380.

LEADS, Inc. is an Equal Opportunity Employer.