

# Program Assistant Family Court

Department of Early Childhood Education  
Albany, NY

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

The Program Assistant in Family Court assists the Coordinator by providing family development services that define steps towards goals (in measurable outcomes) which enhance self-reliance and greater community interdependence. This primarily consists of childcare within the Family Court setting.

The Program Assistant serves as a liaison between individuals/families and community agencies. They are responsible for developing and coordinating community resources and program services activities. They perform a variety of programmatic and administrative customer-centered tasks related to childcare including, customer outreach and intake, required data collection, record-keeping and assisting program team with planned activities.

## **QUALIFICATIONS:**

An Associate's Degree in Human Services, Social Work, Sociology, or related area, or a Family Development Credential is preferred. High School Diploma or GED AND a minimum of one (1) years' experience working in the field of Human Services or Community Organization is required. Good interpersonal & communication skills. Basic PC skills including database entry, word processing, and spreadsheet skills are required. May also be required to possess, and have ability to maintain a valid driver license.

## **CLASSIFICATION / HOURS/PAY:**

Part time position Mon, Tues, Wed, Friday 9 am -1pm and Thursdays 9am – 5pm. May have full time hours up to 40 hr./week in the summer. Starting \$11.10 per hour with the potential for increase every year based on performance

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## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
333 Sheridan Avenue, Albany, NY 12206  
FAX: (518) 463-8185  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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