



# Community Action Agency

CINCINNATI | HAMILTON COUNTY

**Phone:** (513) 569-1840 \* **Fax:** (513) 569-4354 \* **Website:** www.cincy-caa.org

## JOB DESCRIPTION

<b>Position Title:</b>	Grantee Services Manager	<b>FLSA Status:</b>	Exempt
<b>Division:</b>	Head Start	<b>Pay Grade:</b>	12
<b>Work Hours:</b>	80 bi-weekly, requires evenings and weekends	<b>Revision Date:</b>	January 2017

### Work Location:

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

## POSITION SUMMARY

Direct and provide oversight for grantee services in Family and Community Partnerships, Fatherhood, Health, Nutrition, Mental Health, Education Disabilities and Program Recruitment, while ensuring compliance with Head Start Performance Standards, federal, state, and local laws and regulations, and CAA policies.

## ESSENTIAL JOB FUNCTIONS:

*Under General Supervision:*

1. Manages Grantee Support Services, which includes content areas and administrative support to ensure effective and smooth operations.
2. Provides oversight and management to Head Start Delegates and partners.
3. Develops external partnerships to improve direct and indirect services.
4. Develops and implements programs to provide effective communications between Head Start Delegates and Head Start Grantees, while maintaining a highly visible presence as public relations liaison between Delegate services and Head Start Grantee.
5. Develops strategies for initiating collaboration efforts with Delegates and community groups to coordinate and integrate the delivery of quality services.
6. Develops material for community relations programs, speaks at civic meetings, and appears before legislative committees and elected officials to explain and defend Head Start proposals.
7. Identifies, assesses, analyzes, and mitigates risk in the service delivery system.
8. Manages delegate program with high degree of quality and confidentiality for Head Start
9. Performs all other duties as assigned.

*This is a list of primary job functions. Other duties may be assigned as necessary for the successful operation of the organization.*

## QUALIFICATIONS AND REQUIREMENTS

*The incumbent must have:*

1. A Bachelor's degree in Education, Early Childhood Education, Public Administration, Social Work, Psychology, or related field, from an accredited college or university. A Master's degree is preferred.
2. Five (5) years organizational management experience of Home-Based and Center-Based operations, preferably in a Head Start setting, managing a related business unit.
3. Three (3) years administrative management experience of people, budgets and programs in an urban environment.
4. Demonstrated knowledge of diverse cultures.
5. Proficient computer experience in Microsoft Office applications.



6. Experience working with diverse populations, including low to moderate-income families.
7. Ability to multi-task and prioritize duties required.
8. Ability to manage daily functions of Grantee Services operation, including leading a team of professional employees.
9. Flexibility to accommodate both planned and unplanned travel, to and from C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

##### **WORK ENVIRONMENT:**

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but also includes occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

##### **PHYSICAL DEMANDS:**

- a) Use hands to manipulate, handle, feel, and control items or equipment;
- b) Talk and hear;
- c) See and be able to read, write, and interpret written documents;
- d) Lift and move objects weighing up to 15 pounds

#### **ORGANIZATIONAL STRUCTURE:**

**Reports to:** Head Start Director

**Manages:** Manage the work of all assigned Head Start employees, including selection, hiring, development, discipline, evaluation, and termination of staff, through the following direct reports: Fatherhood Coordinator, Registered Dietician, Health Support Coordinator, Mental Health Liaisons, Education Support Coordinator, Program Recruitment Specialist.

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

*Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.*