June 3, 2020

Dear Sir/Madam:

It is the policy of Mohawk Valley Community Action Agency to provide equal employment opportunities to all applicants for job openings in accordance with their ability, performance, and potential, regardless of race, color, religion, national origin, gender, age, disability, marital or veteran status or sexual orientation. We have a continuing commitment through our affirmative action program to hire and develop the best people available based on job related qualifications. All employment activities, including but not limited to compensation, benefits, transfers, promotions, layoffs, return from layoff, company sponsored training, tuition assistance, and social and recreational programs are free from discrimination.

Our success as it relates to affirmative action depends on the support of the many organizations that work to provide employment opportunities to minority group members, females, disabled persons and veterans. We welcome your assistance in referring qualified candidates for open positions without regard to race, color, religion, national origin, gender, age, disability, marital or veteran status or sexual orientation.

We are currently recruiting for the following positions. Please have qualified candidates send their resumes to the below referenced address.

Mohawk Valley Community Action Agency, Inc.
Human Resources Director
9882 River Rd.
Utica NY 13502

For More Employment Opportunities visit: www.mvcaa.com
Mohawk Valley Community Action Agency, Inc.
9882 River Rd., Utica, New York 13502
315-624-9930 (p) 315-624-9931 (f)
www.mvcaa.com

Ilion CAAP
38 Morgan St.
Ilion, NY 13357

Utica CAAP
1100 Miller St.
Utica, NY 13501

Rome CAAP
203 W. Liberty St.
Rome, NY 13440

Mohawk Valley Community Action Agency, Inc. is an equal opportunity employer. It is our policy to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, age, national origin, disability, sexual orientation marital status, status as a disabled or Vietnam Era Veteran, status with respect to public assistance or any other characteristic protected under state, federal or local law. In support of this, we are writing to inform you or current job openings in our agency. Below are the descriptions of the qualifications and job duties of the positions open. We are requesting that you post these job vacancy notices in your facility. Thank you for your help.

Child Development is seeking applications for the following position:

Position: Home Based Supervisor
Program: Head Start/Early Head Start
Location: Marcy Adm. Building, River Rd. Utica
Classification: NE-9 Salary Range: $15.80 – $21.06

Basic Function: Responsible for ensuring the Home-Based Program meets and exceeds Performance Standards.

Responsibilities include but are not limited to: Responsible for oversight of the home-based program and supervision of the Home-Based Visitors. Assure that the home-based program is meeting criteria designated by the Head Start/Early Head Start Performance Standards and providing high quality services to children and families. Make regular observations of socializations and home visits. Conduct individual supervision meetings with Home Based Visitors using a strength-based approach. Attend selection meetings and work cooperatively with the ERSEA office to ensure the enrollment of pregnant women, children and families on the caseloads of every Home Visitor, to ensure that program capacity is maintained and that vacancies are filled within 30 days. Review and monitor home-based files to ensure quality services to families. Monitor number of home visits, socializations and plans to ensure the integrity of the program by holding staff accountable for delivering high quality services. Assesses equipment and materials needed. Attends meetings as required. Adheres to Agency Personnel Policies. Supports program School Readiness goals and objectives. Demonstrates commitment to mission, values and policies in the performance of daily duties. Performs other duties as assigned to ensure the successful execution of the program.

Qualifications: BS/BA in Early Childhood or related field preferred or Associates Degree with 12 credits of Early Childhood Coursework plus 1-year experience teaching in a Child Day Care program and 1 year experience supervising staff in a childcare program or related field of work. Familiar with the Child Development Program. Good communication skills, both written and verbal. Willing and able to travel throughout Oneida and Herkimer Counties. Knowledge of community resources. Annual Physical Examination. Ability to relate to people from varied backgrounds. Background check, fingerprint screen and annual physical and TB.

For consideration, send cover letter and resume to:
Sarah Sandore, H. R. Director, 9882 River Rd., Utica, NY 13502

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**Housing** is seeking applications for the following position:

**Position:** Housing Specialist
**Program:** Section 8
**Location:** Marcy Adm. Building, River Rd. Utica
**Classification:** NE-6 Salary Range: $12.93 - $17.25

**Basic Function:** Performs the day-to-day operations for the Section 8 Certificate and Voucher Program under the U.S. Department of Housing and Urban Development (hereafter referred to as the HUD Rental Assistance Program) Qualify, inform and assist low income households with housing programs to help them save money, alleviate poverty, achieve self sufficiency and/or improve living conditions.

**Responsibilities include but are not limited to** Knowledge with federal regulations governing the Section 8 Voucher, Family Self Sufficiency, and Family Unification Programs, including any and all statutory amendments published in the Federal Register and/or regulatory rules published in the HUD General Notices. Or willingness to learn. Maintains and implements forms and/or procedures covering current program regulations as enacted by HUD. Calculation of eligible assistance, and Housing Assistance Payments (HAP) contract. Performs initial/recertification of eligibility interviews (briefing) with prospective tenants and landlords. Certifies new program participants and recertifies existing program participants on a timely basis. Maintains accurate and up-to-date records. Prepares calculations for computer input as required. Maintains and updates all computerized program statistical reports, computerized forms, and correspondence. Links families to appropriate Social Service Agencies & Community resources. Providing information & referral services to applicants and participants. Maintains computerized wait lists on behalf of the Public Housing Authorities, and reviews preliminary applications. Inspects and evaluates housing unit to ensure existing conditions conform to the minimum Housing Quality Standards required by HUD. Promote the Vision and value of Community Action. Assist with developing strategies to integrate all services of MVCAA.

**Qualifications** High School Diploma. Need to obtain a HQS Inspection Certification within the first year. Ability to effectively communicate with co-workers, the general public and low-income families from diverse backgrounds. Understanding of low-income, poverty and diversity-related issues and the Agency's commitment to the continuum care and service integration. Valid NYS Drivers License, Reliable transportation to and from MVCAA agency offices, and Home Inspections. Must be physically able to perform the duties of the job. Performs other duties as necessary.

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Housing is seeking applications for the following position:

**Position:** Housing Office Assistant

**Program:** Section 8

**Location:** Marcy Adm. Building, River Rd. Utica

**Terms of Employment:** 12 Month /35hrs per wk.

**Classification:** NE-6 Salary Range: $12.93 - $17.25

**Basic Function:** Qualify, inform and assist low-income households with Housing programs to help them save money, alleviate poverty, achieve self-sufficiency and/or improve living conditions. Conduct administrative/office duties associated with the same.

**Responsibilities include but are not limited to** Provide customers, during phone calls and walk-in appointments, with information, applications and application assistance for all relevant Housing programs. Educate customers about Agency Housing services, eligibility and commitment to a continuum of care. Conduct outreach for Division and Agency programs. Process and manage applications, purchase orders, invoices, priority applications and wait lists. Input and maintain customer information in Agency/Division data systems. Assist with efficient and effective management of Division records. Track and report agency inventory. Manage upkeep of and track equipment, computer systems, supplies, etc. according to Agency policies. Perform routine upkeep of workspace and report any issues affecting safety. Attend and participate in required internal and external trainings, production meetings and adhere to Agency policy regarding breaks, leave, tardiness and absences. Complete all paperwork correctly, neatly and on time. Follow directions of supervisory personnel and work cooperatively in conduct of job duties. Understand Agency mission to integrate services and continuum of care, recognize family needs, and make appropriate referrals for services which can help customers out of poverty. Treat customers with respect, flexibility, and professionalism and consider their input when solving problems. Treat co-workers with respect, flexibility, and professionalism. Be adaptable to change and Agency growth and perform other duties as requested by managers.

**Qualifications** Knowledge of computer software, especially Microsoft Office – primarily Word and Excel. Strong Written & Oral Communication skills. Knowledge of Weatherization and EmPower New York guidelines and application processes preferred. Ability and desire to work as a member of a team or independently. Ability and desire to effectively communicate with co-workers, the general public and low-income families from diverse backgrounds. Understanding of low-income, poverty and diversity-related issues and the Agency’s commitment to the continuum of care and service integration preferred. Reliable transportation to and from MVCAA agency offices. Ability to lift 25 pounds.

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