



# Site Supervisor

## Community and Career Services

### Cohoes/Watervliet

THE POWER OF CHANGE

#### **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, and Cohoes. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

#### **RESPONSIBILITIES:**

The Site Supervisor Role is an entry level managerial role within the Community and Career Services Department. The candidate will be expected to provide vision, leadership, and administration within the Community and Career Service Program. The focus will encompass oversight of the Cohoes Food Pantry and the Employment Specialist at Cohoes. Responsibilities include planning, organizing and implementing community service program objectives in coordination with agency strategic and operational goals. The candidate is expected to follow all safety protocol while aiding the Program Assistant in food deliveries, pick-ups, Food Bank Visits, stocking, and monitoring inventory.

The candidate will be responsible for compliance with program performance standards and regulations including the maintenance of all reporting systems and databases necessary to meet the requirements of outside regulators. They will maintain case files and database entries for greater quality control and continuous improvement. They will also assist with overseeing management functions to ensure that there is quality programming for all customers including supervision and development of staff in accordance with applicable laws and agency policies. The Site Supervisor will monitor programs for gaps and obstacles in terms of caseloads and funder expectations to provide effective services; work together with the Department Director to develop strategies for addressing gaps and obstacles and promoting greater program effectiveness.

#### **QUALIFICATIONS:**

Associate's degree in Human Services, Social Work, Public Administration, Business Administration or related technical field is required. A Bachelor's degree is preferred. A minimum of four years' experience working in the field of Human Services or Community Organization and One to two years of direct or secondary supervisory experience is desired. The position will require a thorough knowledge of compliance around federal and state funding guidelines, federal poverty guidelines, TANF and Public assistance guidelines. Strong leadership, supervision and project management skills are required. Bilingual or multilingual abilities are a plus. Possession of a valid driver license is required. Must be able to lift 30 pounds consistently and 50 pounds on occasion.

#### **BENEFITS:**

Health & Dental; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b)

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

Full time Monday through Friday; 40 hours per week; 52 weeks per year; \$18.68 Hourly with the potential for increase based on performance

---

#### **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

#### **FOLLOW US ON SOCIAL MEDIA:**



**We are proud to be an EEO/AA employer M/F/D/V.  
We maintain a drug-free workplace and perform pre-employment  
substance abuse testing**