



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034
Phone: 740-477-1655
Fax: 740-474-9277
Website: www.picca.info
Executive Director: Becky Hammond

JOB POSTING

DATE: 3/21/2024

DEPARTMENT: Early Childhood

POSITION TITLE: Family Services Manager

SALARY RANGE: Dependent upon education and experience, benefits available

HOURS: Full-time 36 hours per week/52 weeks per year

JOB SUMMARY: The Family Services Manager is responsible for establishing recruitment and enrollment procedures that work towards maintaining full enrollment in the program and overseeing all services to families.

QUALIFICATIONS

- Bachelor Degree or Advanced Degree in Social Work, Psychology, Human Ecology or related field.
- Supervisory experience. Ability to lead and direct the work of others.
- Experience or training in working with families of children birth to five years old in low-income communities.
- Effective oral and written communications, including computer literacy.
- Knowledge of available services, agencies and organizations within the community.

Valid Driver's License and be insurable under agency policy

DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.

DEADLINE FOR APPLICATION: 3/29/2024

Apply online at: www.picca.info/jobs For questions, contact: Serena Huddleson, shuddleson@picca.info or 740-477-1655 ext. 1007

PICCA is an Equal Employment Opportunity Employer

Affirmative Action Policy Statement:

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center
97 Miller Avenue
Ashville, Ohio 43103
740-983-2530

Corwin Center
Head Start
145 East Corwin Street
Circleville, Ohio 43113
740-474-7411

Ohio Center
Early Head Start/Head Start
722 Clinton Street
Circleville, Ohio 43113
740-474-9544