



## Mohawk Valley Community Action Agency, Inc.

9882 River Rd., Utica, New York 13502  
315-624-9930 (p) 315-624-9931 (f)  
[www.mvcaa.com](http://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 of 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 DIVISION** is seeking applications for the following position:

**Position:** Early Childhood Behavior Specialist  
**Programs:** Head Start/Early Head Start  
**Location:** The Cornerstone Building, 1100 Miller St., Utica NY 13501  
**NE-9 Classification:** Salary Range \$16.05-\$21.40

**Basic Function** The Early Childhood Behavior Specialist will support the Special Services Manager and Mental Health Consultant with meeting and exceeding Performance Standards and providing support to Teachers and Families of children who exhibit challenging behaviors.

**Responsibilities include but are not limited to:** Reviews and provides feedback to Teachers on Challenging Behavior Incident Reports. Schedules and participates in case reviews for any child who has 5 or more Incident Reports related to his/her behavior in a 1 month period. Possesses excellent interpersonal skills and the ability to handle emotionally charged situations. Strong knowledge of a variety of classroom management strategies. Ability to present to large and small groups to conduct workshops and trainings. Ability to communicate (written and verbal) effectively with staff, parents and professionals within the community. Work cooperatively with MVCAA staff and the Mental Health Consultant to support children with challenging behaviors and their families. Supports and assists with the monitoring of behavior plans that have been established by the Mental Health Consultant. Knowledgeable of community resources related to mental health for children and families. Assists with data entry, collection and analysis Supports program School Readiness goals and objectives. Attends Committee on Special Education Meetings as appropriate. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement. Adheres to agency personnel policies and procedures. Performs other duties as assigned to ensure the successful execution of the program.

**Qualifications** 4-year degree in Child Life or Early Childhood Education preferred or 2 year degree in Early Childhood Education with a minimum of 3 years' experience. Good communication and advocacy skills. Willing and able to travel to all Head Start sites, trainings, visits, etc. as necessary and requested. Background check, fingerprint clearance and annual physical exam and TB. Ability to relate to people from varied backgrounds.

For consideration, send cover letter and resume to:  
Sarah Sandore, H. R. Director, 9882 River Rd., Utica, NY 13502  
MVCAA is an Equal Opportunity Employer, M/F/D/V.  
Employment Opportunities visit: [www.mvcaa.com](http://www.mvcaa.com)