

**QUINCY COMMUNITY ACTION PROGRAMS, INC.  
HEAD START**

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**May 2, 2011**

**Family Service Coordinator**

Oversee Head Start Family Service component. Includes supervising Family Service Workers conducting home visits and coordinating family meetings/trainings. Knowledge and experience of child development, family engagement and crisis intervention, including work with the Department of Children and Families is necessary. Must have the ability to multi task in a fast paced environment, have excellent verbal, written communication and organizational/computer skills. A bachelor degree or advanced education, plus a minimum of 5 yrs. experience including supervisory experience in a related field is required.

Excellent Benefits

Send cover letter & resume to:

Quincy Community Action Programs, Inc.

Personnel Coordinator

1509 Hancock Street

Quincy, MA 02169

E-Mail [poreilly@qcap.org](mailto:poreilly@qcap.org)

QCAP seeks a diverse workforce and is an Equal Opportunity Employer