

# Family Worker

East Side House Settlement Head Start/Early Head Start Program

Bronx, NY

Other

Posted on April 29, 2022

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## Job Description

***Duties include, but are not limited to the following key activities:***

Tasks will include but not limited to:

- Interview all guardians of students for registration, to identify social service needs of the children and their parents, and to make appropriate referrals of the family to community resources.
- Conduct recruitment efforts throughout the community to ensure full enrollment throughout the school year
- Conduct home visits at least twice per year for assigned students.
- Submitting monthly attendance reports, daily attendance logs, health trackers, class lists, etc.
- Monitor, report and follow up of children's attendance.
- Maintain updated children's records and child tracking systems.
- Develop and monitor Family Partnership Agreements that describe the family's goals, strengths, responsibilities and timetables and strategies for achieving these goals.
- Escort parents to community agencies
- Translate for parents, as necessary.
- Making phone contacts and referrals to community agencies
- Function as a guide and advocate in helping to secure needed social services for the family
- Ensuring transition services for children moving up to the next grade level/school setting.
- Assist parents with developing an active parent participation program. Tasks will include but not limited to:

- Welcoming all parents to the centers daily
- Arranging daily refreshments and setting up parents' room
- Communicating the center's programs to the parents, community leaders, agency representatives, and other interested community members
- Assisting in scheduling and conducting parent committee meetings
- Helping to recognize and develop leadership within the parent's group, to enable them to elect officers and representatives on all levels
- Enabling elected officers to assume leadership in developing a meaningful parent program, and affording all parents an opportunity for decision making on educational, cultural, recreational, and social action activities
- Acting as a resource person to the parents in all their activities.
- Ensures the safety and well-being of children/participants by being diligent in engagement, attentive to their needs, cognizance of surroundings, and capable of administering immediate assistance as needed.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications**

#### **Required Education and Experience**

- Associates Degree from an accredited College in a social/human services field, Bachelor's degree preferred
- Two years or more of experience in community or social service field
- Computer literate and able to use Microsoft Office with good oral and written communication skills

#### **Competencies**

- Computer skills to record and maintain accurate health, attendance, etc. data. IT skills to communicate in an office that uses Microsoft Office applications and to upload data onto current database platform (ChildPlus).
- The ability to maintain expert knowledge of local services and provision
- Excellent communication, listening and advocacy with/for children and families.

- Flexibility and adaptability
- Organizational skills
- Time management
- Problem solving skills
- Maintaining confidentiality on all documentation/disclosures in relation to children and families

### **Required Clearances**

- NYC Department of Investigation Comprehensive Background Clearance
- NYC Department of Health Medical Clearance
- NYS Statewide Central Registry Clearance
- NYS Staff Exclusion List Clearance
- NYS Sex Offender Registry Clearance
- COVID Vaccine-As a recipient of Federal, State, and local funds, all staff are expected to be fully vaccinated or able to obtain vaccination before their start date

### **Application Instructions**

#### **To Apply**

Visit East Side House website: [www.eastsidehouse.org/careers](http://www.eastsidehouse.org/careers)

### **Additional Information**

#### **Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:00 p.m. Workdays/hours subject to change based on ESH's needs. Possible work on weekends, holidays or after work hours for projects, special events, etc. to meet program operational goals.

#### **Remote Work**

ESH has determined that up to (0%) of this position can be remote due to COVID-19. Subject to change as public health conditions evolve.

#### **Travel**

Family workers travel to family homes for home visits. Travel required between sites, professional development and trainings. Parents may need to be accompanied to referring agency.

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3826>