

Family Assistant

The Child Center of NY

Woodside, NY 11377

Other

Full-time

Onsite

\$19.87 - \$22.86 an hour

Posted on March 21, 2026

Organization Statement

The Child Center of NY strengthens children and families with skills, opportunities, and emotional support to build healthy, successful lives. Founded in 1953, The Child Center of NY has become a powerful community presence throughout the city. With 50 locations and 100 programs in NYC's most under-served communities, our 1,000+ results-oriented professionals make a difference for more than 40,000 children and their families each year.

Job Description

The Family Assistant is responsible for implementing and participating in a coordinated approach to ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance), Health Program Services and Family and Community Engagement Program services, Disabilities and Mental Health services to promote overall family wellness with the ultimate goal of making children ready for school.

Responsibilities

- Perform the functions of this position with a strong understanding of the Head Start Program Performance Standards in addition to local, state and other federal guidelines
- Assure program is in compliance with the ERSEA Protocol
- Monitor compliance using electronic data management systems.
- Participate and coordinate the development and progress of family engagement activities including Family Engagement Goal Setting
- Assist, clarify, and communicate disability services, standards, and regulations to parent when required and/or requested.

- Establish and maintain communication with parents to ensure opportunities for active program involvement and intervention services.
- Maintain family service files to assure files are complete, accurate and confidentiality is maintained in accordance with agency specific requirements, local, state and federal requirements.
- Monitor and collect data for funding streams, monthly reports and annual program information report (PIR)
- Perform other duties, as may be required.

Qualifications

- High School Diploma
- Experience working with CPSE/EI
- Within 18 months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.
- Will support families that predominantly speak Spanish or Bengali and others, may be required depending on client needs.

Qualifications Preferred:

- Family Development Credential (FDC)
- Experience working with children and families preferred.
- BA in Human Services or related field
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

Application Instructions

[Apply Here!](#)