

# Family Assistant/Worker

Bedford Stuyvesant Early Childhood Development Center

Brooklyn, NY 11233

Other

Full-time

Onsite

\$32,000 - \$39,000 a year

Posted on May 14, 2026

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## Organization Statement

Bedford Stuyvesant Early Childhood Development Center (BSECDC) has been rooted in the Community since 1966. A federally funded Head Start program whose mission is to provide high quality, comprehensive early education and family engagement services to families and their children ages 2 to 5 years old. BSECDC embraces a holistic strength-based approach to meet the needs of our earliest learners and their families within the Bedford Stuyvesant community.

## Job Description

### JOB STATEMENT/SUMMARY:

The Family Assistant recruits, monitors, and maintains full enrollment of children and families to reach 97% daily attendance. The Family Assistant provides comprehensive family support and parent engagement opportunities, and has knowledge of relevant regulations and frameworks. The Family Assistant works closely with the educational staff to encourage and create opportunities for parent engagement in preparing children for elementary school. The Family Assistant has knowledge of the new [Head Start Performance Standards](#), [Head Start Act](#), Department of Health [Article 47 regulations](#) and the Head Start Parent, [Family and Community Engagement Framework](#).

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ? Engage in recruitment activities on an ongoing basis and maintain a wait list of children ready with updated physical to replace drop-outs.
- ? Maintain 100% enrollment of Head Start eligible families, and no less than 85% average attendance rate.
- ? Actively recruit children at risk including children with disabilities, children of military personnel, children in foster care and children living in shelters.
- ? Ensure that all required documents are submitted by parents/guardians at enrollment including proof of income, working hours, an updated medical and dental report complete with required immunizations, medical screening, hearing and vision test results.
- ? Manage medical records for appropriate updates of immunizations, physical examination for referrals and follow-ups.
- ? Build trust through ongoing communication in the family's preferred language and establish professional, strength-based family partnerships based on empathy and mutual respect.
- ? Work with families and set family well-being goals early in the year; to establish individual, written family development plans with families.
- ? Work with families in identifying and accessing community resources to meet family well-being goals of safety and stability, health/mental health, food security, employment, education, training, and prioritize family needs.
- ? Maintain timely, detailed family contact notes on the Family Tracking System, GoEngage.
- ? Work collaboratively with Education staff to offer curriculum implementation workshops and other early education activities.
  
- ? Organize parent orientation for their site, conduct Class Parent Committee (CPC) elections, Site Parent Policy (SPC) elections in a timely manner, in accordance with organization calendar of activities and Policy Council (PC) By-Laws.
- ? Ensure that monthly CPC and SPC meetings are held and to maintain on files accurate consistent documentation complete with agenda, attendance sheet, and minutes.
- ? Work under the guidance of the Family and Community Engagement Director to offer families health and dental education workshops, consumer and financial literacy workshops, nutrition, and other workshops based on parents' interests.
- ? Offer targeted parenting workshops and/or groups that will help improve parent/child relationships.

? Communicate with parents in their preferred language, in a timely manner all pertinent program information.

? Keep educational staff informed about family issues that may impact child learning and social emotional development.

? Willing to attend mandated training and professional development sessions; to have the desire to become a life-long learner and keep informed on trends in the field of family development.

#### QUALIFICATIONS:

Bachelor's Degree preferred

High School Diploma with [Family Development Credentialing Program Certificate](#) a plus.

#### EXPERIENCE:

Two years of experience providing strength-based social services to families.

#### SKILLS:

Bilingual (Spanish or Bengali preferred); must have excellent oral and written communication skills; knowledge of community resources; proficiency with Microsoft Office, email and internet navigation; knowledge of Head Start Performance Standards and Head Start Act, more specifically, knowledge and understanding of the Family and Community Partnerships and ERSEA sections of the Head Start Performance Standards; experience with data input in electronic tracking system, data aggregation and analysis. Excellent organizational and record-keeping skills.

#### SUPERVISORY RESPONSIBILITY:

None

## WORK PARTNERS

Director of Family and Community Engagement, Health Services Coordinator, Families, Community Partners, Education staff.

## PHYSICAL/SENSORY SKILLS:

Must maintain on files an updated physical examination complete with all required immunization and tests, certifying the ability to walk several blocks for recruitment purposes, to climb stairs for home visit purposes, to lift, to bend and to reach, to set up room for meeting purposes.

## BENEFITS:

- ? Union - DC 37 Local 95
- ? Competitive Health Insurance
- ? Employer Paid Retirement
- ? Life Insurance
- ? Paid Time Off - Vacation and Sick
- ? Holidays

## PRE-EMPLOYMENT REQUIREMENTS:

- ? Three (3) reference checks are required.
- ? Obtain mandated reporter training certificate (every two years) and complete other required Department of Health and Mental Hygiene (DOHMH) and Head Start Performance Standards (HSPS) training.
- ? Complete a full physical examination with updated TB test, varicella, tdap, and MMR (fees may apply).

- ? Complete NYS Mandated Child Abuse Reporter training, in addition to other mandated health and safety trainings.
- ? Ability to pass a Comprehensive Background Clearance through the following:
  - ? Department of Health and Mental Hygiene (DOHMH)
  - ? Indentogo
  - ? Department of Education Fingerprinting Screening
  - ? NYS Central Registry
  - ? Sex Offender Registry Clearance
  - ? SEL check

## **Responsibilities**

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## Qualifications

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- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Please send all resumes to [HR\\_Dept@bsecdc.org](mailto:HR_Dept@bsecdc.org)

## Language Requirements

English, Spanish