

# Family Worker

Elmcor Youth & Adult Activities, Inc

Jamaica, NY

Other

Full-time

Onsite

\$45,000 - \$45,000 a year

Posted on November 29, 2023

## Organization Statement

Elmcor Youth and Adult Activities, Inc. was started in 1965 by a group of concerned parents and senior citizens in the East Elmhurst/Corona area of Queens, New York. At the time, the organization consisted of three neighborhood recreational programs and a senior's club. Elmcor developed from that small volunteer organization into a major provider of human services with clients ranging from pre-schoolers to seniors. Today, Elmcor is one of the largest non-profit community-based service agencies in Queens, serving youths, young adults, seniors and more.

**Our Mission is to foster positive life changes for individuals and families through skills development leading to self-sufficiency, a sense of accountability, and a strong, empowered community.**

## Job Description

The Family Worker, reporting and working with Educational Director, will recruit and enroll children in Elmcor's Rising Scholars program and ensure that services and community resources are available to enrolled children and their families. The Family Worker will work with families to develop a strength-based plan of action to meet their needs and will inform neighborhood residents and the community about the services provided through ERS and Elmcor. This position is school year/school day servicing the families of District 29 in Jamaica, Queens.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

â— Increases parent involvement in the school by working closely with all school, parent and community organizations.

â— Serves as facilitator for parent and school community concerns and issues including, for example, school policies or facilities issues.

â— build relationships with parents and guardians that support parent engagement and ensure positive outcomes for children

â— Identified as Trip Coordinator and will be responsible for planning, execution and all related duties to trips planned

â— Serve as the administrative support to the Education Director ( enrollment forms, data collection, files) and assist with monitoring and compliance with DOHMH Article 47 and NYC DOE regulations.

â— Maintaining accurate data on each family in order to facilitate program services and to assess their impact on the families we serve and will be responsible for providing ongoing guidance and supervision

â— Conducts outreach to engage parents in their childrenâ€™s education.

â— Convenes regular parent meetings and events around topics of key concerns to parents.

â— Attends parent meetings along with the Education Director, where appropriate.

â— Works with the school parent association, where needed, to provide assistance in establishing by-laws, holding elections and conducting their affairs in accordance with Chancellorâ€™s Regulation A-660.

â— Serves as a school liaison to Elmcot Youth & Adult Activities Parent Support Services under the Youth Services Department.

â— Maintains ongoing contact with community organizations that are involved with providing services to the schoolâ€™s educational program.

â— Organizes back to school and other events to increase parental and community involvement and creates a welcoming school environment to parents.

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## **Qualifications**

### **Minimum Selection Criteria**

â— A Bachelorâ€™s degree from an accredited college and two years of experience in community work in an area related to the duties described above;

â— or an Associateâ€™s degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferredÂ **OR:**

â— Family Development Credentialing with 4 years of experience in community work in an area related to the duties described above.

The following qualifications are also preferred for the position:

â— Familiarity with the New York City public school system.

â— Presently or formerly a public school parent.

â— Experience with convening workshops.

â— Bilingual where there is a significant non-English speaking population.

â— Excellent communication, organizational, interpersonal and problem-solving skills.

â— Conflict resolution and mediation skills.

â— Experience working with families and parents in education and/or community issues.

â— Proficiency with Microsoft Office applications.

Annual salaries will be distributed over a 12 month period , but work schedule will be a 10-month period.

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Vision insurance
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

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