

Family Worker

East Side House Settlement Head Start/Early Head Start

The Bronx, NY

Other

Full-time

Onsite

\$38,000 - \$43,000 a year

Posted on December 7, 2023

Organization Statement

East Side House Settlement (ESH) is a community resource in the South Bronx. We believe education is the key that enables all people to create an economic and civic opportunities for themselves, their families and the communities.

East Side House's Early Childhood programs provide Early Head Start and Head Start services in a safe, supportive, educational environment for children ages 18+ months to 5 years of age. Serving 231 children daily from five locations, the comprehensive program is designed to develop the cognitive, social, emotional and physical skills of children in a safe, supportive environment. Children and families receive a broad range of educational, nutritional, social and preventive health services. Our staff foster partnerships with families so that they can support school learning and achievement as well as advocate for their children and themselves. We expect that all staff will work collaboratively, and with the community, to promote school readiness while creating a safe, healthy and protective environment.

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.

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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.

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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
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

To be considered for a position with East Side House visit our website:

www.eastsidehouse.org/careers

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Additional Information

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

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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

Supervisory Responsibility

No

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

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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.

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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.

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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.

To Apply

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AAP/EEO Statement

ESH encourages people with disabilities, minorities, veterans, and women to apply.Â Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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