

Family Worker

The Committee for Hispanic Children and Families

Bronx, NY 10453

Other

Full-time

Onsite

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

Posted on September 10, 2025

Organization Statement

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.Â

Job Description

Duties and Responsibilities:

- Support the enrollment process of families including recruitment, registration, intake, family assessment, and ongoing support to families.
- Work with families and affiliated CHCF Network providers to create individualized family plans in the provision of family and social support services.
- Provide ongoing services to families needing additional support services (special education, mental health services, housing support, etc.)
- Support families of children with special needs by attending case conferences and follow-up meetings.
- Connect parents/caregivers to appropriate resources and make necessary referrals to community partners.
- Develop relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.
- Collaboratively create and update a Community Partner Resource Guide for all providers and families.

- Coordinate monthly family engagement workshops, special events, and other activities with the CHCF FCC Network team to encourage and maintain family participation.
- Document all family engagement conversations and sessions in a timely manner and align with the Early Childhood Framework for Quality (EFQ).

Responsibilities

Additional Responsibilities:

- Participate in regular staff meetings to connect about individual providers, families, and coordinate all services.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.
- Support FCC Education Director in updating family information in the Network database.
- Other tasks assigned by CHCF Director for EC&EI and FCC Education Director.

Qualifications

Qualifications and Skills:

- Associate Degree or Child Development Associate credential (required)
- Full professional fluency in English and Spanish (required)
- Experience working with families with young children (required)
- Experience working in family child care and/or with infants and toddlers (preferred)
- Willingness to travel within FCC Network catchment area (The Bronx).
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all providers and families.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Associate's Degree

Application Instructions

Please apply on our website: <https://www.chcfinc.org/careers-internships/>

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