

# Family Worker

Catholic Charities Brooklyn & Queens

Brooklyn, NY 11226

Other

Full-time

Onsite

\$17.42 - \$19.35 an hour\*

\* \$17.42 (HSD), \$17.74 (30 College Credits), \$18.42 (60 college credits), \$18.80 (90 college credits), or \$19.35 (BA Degree)

Posted on May 7, 2026

---

## Organization Statement

For over 125 years, Catholic Charities Brooklyn and Queens has been providing quality social services to the neighborhoods of Brooklyn and Queens, and currently offers 160-plus programs and services for children, youth, adults, seniors, and those struggling with mental illness.

## Job Description

The Family Worker is responsible for the programs' parent involvement. The job responsibilities include but not limited to maintain necessary records, make referrals to appropriate agencies as needed, and work with families in a supportive fashion. The Family Worker in consultation with Family Service Coordinator and other staff serves as a liaison between the center and parents from the community the program serves. Under the supervision of the Family Service Coordinator, the Family Worker will be responsible to assist in recruitment, interviewing, and registration efforts in accordance with the Agency's policies and Head Start Regulations to determine eligibility of qualified individuals.

## Responsibilities

- \* Conducts In-Takes and Family Partnership Agreements; shows parents around the center.
- \* Elicits social and developmental information on the child, and shares this information with teachers and other staff keeping with the requirements of the family's confidentiality.
- \* Responsible for inputting information in the data master, completing documentation, preparing required reports to document compliance with guidelines on in-takes, eligibility, priorities, classroom attendance and records; responsible for In-Kind Reports.
- \* Receives and verifies financial and other information needed to determine eligibility as

required.

- \* Contacts the families to receive information, referrals, and other services such as employment mental health, counseling, housing, etc. as needed.
- \* Serves as an advocate for the family to obtain services and conducts minimum of two home visits annually to the children in accordance to the Head Start Performance Standards.
- \* Performs other duties as assigned.

## **Qualifications**

- \* High School Diploma required.
  - \* 2 years of experience in Human Services required.
  - \* College Degree or Family Development Credential preferred.
  - \* Bilingual Spanish/English; Russian/English; Chinese/English; Korean/English; English/Creole speaking preferred.
  - \* Must be able to occasionally lift and/or move up to 25 pounds.
  - \* Able to travel to multiple locations within the five boroughs as needed.
- **Minimum Education Level:** Highschool Graduate or GED
  - **Preferred Education Level:** Highschool Graduate or GED

## **Application Instructions**

Submit your application at <https://jobs.dayforcehcm.com/en-US/ccbq/CANDIDATEPORTAL/jobs/29520>

## **Language Requirements**

English

## **Additional Information**

### **BENEFITS:**

We offer competitive salary and excellent benefits including:

- \* Generous time off (Vacation/ Personal Days/ Sick Days/ Paid Holidays annually)
- \* Medical,
- \* Dental
- \* Vision
- \* Retirement Savings with Agency Match
- \* Transit

- \* Flexible Spending Account
- \* Life insurance
- \* Public Loan Forgiveness Qualified Employer
- \* Training Series and other additional voluntary benefits.

For more information on our organization, please visit our website at:

[www.ccbq.org](http://www.ccbq.org) EOE/AA.