

Family Childcare Worker

Kingsbridge Heights Community Center

Bronx, NY 10463

Other

Full-time

Onsite

\$38,018 - \$38,018 a year

Posted on August 26, 2026

Organization Statement

Kingsbridge Heights Community Center (KHCC) is a 50+ year old multi-service not-for-profit organization based on the settlement house model and located in the Bronx. We provide resources for Bronx residents from cradle to career to advance education and well-being for a vibrant community. KHCC serves over 5,000 families annually with an inclusive environment for children with special needs, low-income families, recent immigrants, survivors of sexual and domestic abuse, and at-risk teens. KHCC helps participants overcome adversity and develop the skills they need to build bright futures.

Job Description

We are looking for a warm dependable Family Childcare worker who can build trusting respectful relationships with enrolled families.

Responsibilities

- ? Provide referrals to community resources (health, housing, education, mental health)
- ? Reinforce positive parent-child interactions and learning at home
- ? Maintain ongoing communication with families and providers
- ? Document all contacts, services, and follow-ups accurately and timely
- ? Ensure children are up to date on medical, dental, and immunizations
- ? Track health requirements and follow up on missing documentation
- ? Partner with family child care providers to support family engagement
- ? Share relevant family information (as appropriate and confidentially)
- ? Participate in joint meetings, case conferences, and trainings
- ? Assist families with applications, recertification, intakes, family assessment, and ongoing

support to families

? Conduct monthly site visits to Family Child Care Providers (at least 2 site visits HSPPS 1302.23(1) Conduct regular visits to each home, some of which are unannounced, not less than once every two weeks. Observation (including health and safety) and Education visit.

? Attend and present all children assigned to your caseload at least twice during the fiscal year.

? Work with families and affiliated providers to create individualized family plans in the provision of family and social support services.

? Support families with any referrals as needed (special education, mental health services, housing support etc.)

? Accompany families of children with special needs to IEP's/IFSP's and any follow up meetings.

? Organize and run workshops, parents' meetings, Professional Learning Days and any special events.

? Must attend all staff meetings, training, In-Service Day, workshops, PL, and coordinate all services.

? Maintain relationships with community partners that provide special education, mental health, and other services that benefit affiliated providers and families.

? Organize and run parents' workshops. Special events and any other activities.

? Document all family engagement contacts in Child Plus and/or other database in a timely manner.

? Keep track of children's physicals and vaccines

? Keep track of allergies

? And any other task as assigned by the FCC Director.

Qualifications

- Must be authorized to work for any employer in the US
 - ? Willing to undergo a fingerprints and background checks in accordance with federal, state and local laws
 - ? Must have an Associate Degree and/or Family Development Credential/CDA
 - ? Experience working with families of younger children (required)
 - ? Experience working in Family Child Care and/or with infants and toddlers (Required)
 - ? Bilingual in Spanish/English (Required)
 - ? Willingness to travel within the catchment area,
 - ? Time Management skills are essential.

- ? Ability to multitask
- ? Must be a team player

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Associate's Degree

Application Instructions

N/A

Language Requirements

English, Spanish

Additional Information

While performing the duties of this job, the employee is regularly required to stand; walk; sit; handle, or feel; talk, hear, smell or taste. On rare occasions it may be necessary to move quickly, run, etc. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.