



Title: Family Worker (Full-time, non-exempt)

Location: Urban Horizons Early Childhood Discovery Ctr, 50 East 168th Street, Bronx NY 10452

Reports to: Social Service Coordinator and Center Director

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: WHEDco's nationally-accredited Urban Horizons Early Childhood Discovery Center, an EarlyLearn NYC Head Start program serves 111 pre-school students from over 20 different countries. WHEDco's full-day program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively. Each year 100% of the students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

WHEDco also works to ensure that progress made inside the classrooms each week is supported and nourished at home, through workshops and activities for parents and caregivers, among other initiatives, designed to engage and empower family involvement in the children's educations. The Center provides Family Support and Counseling Services to ensure that families have the resources they need.

The Family Worker works closely with families assisting in developing a strengths profile for the family and action plan. The Family Worker advocates for families and makes referrals to outside agencies for when needed.

Primary Responsibilities:

- Assists with student recruitment that meets Center and regulatory guidelines for admission.





- Support family data collection and program evaluation; maintain accurate and complete files (student and others) and ensure client databases are updated timely and accurately.
- Review daily attendance and contact parents relating to attendance issues when necessary.
- Work closely with education staff to support the program generally; assist in the classroom when required.
- Serve as escort for children in emergencies or to facilitate transportation from the Center.
- Engage in required periodic home visits to Center families.
- Act as liaison between parents and internal WHEDco programs as well as with external programs and resources.
- Maintain a current community resource book.
- Participate in community outreach and community involvement committees.
- Work closely with parent groups and committees; set up for and attend meetings; assist with note taking.
- Serve as catalyst and facilitator for parent groups.
- Assist with carrying out family literacy initiatives for Center families.
- Attend staff meetings and supervision conferences.
- Increase knowledge in the area of social work by attending approved outside workshops, courses and conferences, and exploring further educational opportunities.
- At all times maintain sound professional relationships, good communication and a cooperative attitude with Center and WHEDco staff.

Other related duties assigned at the discretion of Center Administration or WHEDco's management.

Qualifications:

- High School Diploma or HSE; AA in psychology or related field preferred.
- Within 2 years of hire, must obtain Family Development Credential.
- Proven ability to read, write and speak clearly in English; strong ability in second language common amongst Center families is a plus.
- Ability to use outreach techniques and advocate on behalf of parents and children.
- Knowledge of social service, public assistance, immigration and housing entitlement programs.





Urban Horizons
Early Childhood
Discovery Center
EarlyLearn NYC/Head Start



- **Demonstrated ability to maintain strict professional boundaries while handling difficult situations.**
- **High level of professional discretion and ability to appropriately handle confidential information.**
- **Cooperative, can-do attitude with strong willingness and ability to work as a team.**
- **Proficient with computer technology, including email and basic databases, Microsoft Office suite.**
- **Strong clerical and organizational practices; able to multi-task easily.**
- **Satisfactory completion of medical examinations as well as other required pre-employment screenings.**
- **Must be able to lift up to 20 pounds as well as the ability to conduct home visits using public transportation and which involve climbing stairs.**

Excellent benefits and competitive salary based on education and experience. After 60 days of employment, Center Staff working 15 hours or more per week are represented by Local 95, DC 1707, AFSCME AFL-CIO, and are covered by a collective bargaining agreement.

To respond, send a cover letter and resume to one of the following:

Email: Discoverycenterjobs@whedco.org (include your name and position for which you are applying in the subject line)

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Urban Horizons Early Childhood Discovery Center

Application Deadline: Rolling until filled.

