



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Family Services Coordinator

Location: 50 East 168th Street, Bronx, NY 10452

Reports to: Director of Head Start

The Women's Housing and Economic Development Corporation (WHEDco) seeks a **Family Services Coordinator** to join its Early Learn/Head Start Department.

About Us:

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.

Job Summary:

The Family Services Coordinator is a professional position responsible for the coordination of the family services/parent engagement components of the Head Start Program. The Family Services Coordinator will plan, implement, coordinate and advocate for the delivery of services for families of the preschool children. S/he will enhance parent-child relationships, improve child development outcomes, ensure preventative health care, and facilitate parental self-sufficiency through education, employment, and personal support systems.

Responsibilities:

- Develops and maintains a system whereby children and families enrolled in the program are provided with comprehensive child and family development services either by the program or through referral to other agencies
- Supervises Family Workers for intake and maintains appropriate ongoing documentation of the child and family file. Maintains and tracks children's health records. Maintains confidentiality.
- Assists in applying established criteria in the selection of program participants and coordinates enrollment procedures.
- Orients parents in the philosophy, policies, and practices of parent involvement in Head Start.
- Sets up and supports parent elections and parent committees.
- Supervises monthly parent committee meetings and monthly policy council meetings.
- In charge of all policy council and its various committees minutes and proper documentation.
- Acts as a liaison between parents and other community and inter-agency programs to address family and program needs.

Qualifications:

- An Associate's degree or minimum of 60 college credits in social work, early childhood education or a related field. Bachelor's degree preferred.
- A minimum of five years of experience working with children and families.
- Proven ability to read, write and speak clearly in English and Spanish. Must have strong writing skills in English and Spanish.
- Understanding of French or any West Africa languages is a plus.
- Leadership ability in the area of supervision.
- Proven ability to use outreach techniques and advocate on behalf of parents and children.
- Knowledge of social service, welfare reform, immigration, housing and other resources in the community.
- General knowledge of computer and clerical practices.
- Strong organizational and communication skills.
- Satisfactory completion of required medical examination and screening procedures.

Excellent benefits and competitive salary based on experience.

To apply, please send a cover letter and resume with the subject heading "Family Services Coordinator" to discoverycenterjobs@whedco.org.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender (including gender non-conforming characteristics), 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.