**Job Title:** Family Worker **Status:** Full-time/ Non-Exempt

**Department**: FCC Network **Schedule:** M-F; 9:00am-5:00pm

**Reports to:** FCC Network Director **Updated:** December 2023

**Job Summary:**

The Committee for Hispanic Children and Families and the Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Family Worker is to build and sustain effective relationships with the families and affiliated providers to support the needs of all children enrolled in DOE family childcare programs.

**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 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.)
* Verify attendance to support to create provider’s payment.
* Visit provider’s program to better support families’ needs.
* 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).

*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 Network Director in updating family information in the Network database.
* Other tasks assigned by supervisor.

**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 childcare 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.

**Salary:** $43,000.00

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Acknowledgment of Receipt:

I have reviewed the job description for the Family Worker position. I understand what is being required of me in this position and I am aware that a signed copy of this form will be placed in my personnel file. My ability to perform the duties outlined here will be reviewed as part of my performance evaluation. CHCF reserves the right to review and change the above duties as business requires. This job description does not constitute a written or implied contract of employment.

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Signature of Employee Date