



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: 10/07/2026

Job Summary

The **Family Worker** serves as the primary liaison between families, providers, and community resources, supporting the enrollment, engagement, and well-being of children and families enrolled in DOE Family Child Care programs. This role works closely with families and affiliated providers to connect them with resources, coordinate support services, and promote positive child and family outcomes.

Key Responsibilities

- Support family enrollment, intake, engagement, and ongoing support services.
- Partner with families and providers to assess needs and connect families to community resources and referrals.
- Build relationships with community organizations and service providers.
- Coordinate family engagement workshops, events, and activities.
- Maintain accurate records, documentation, and compliance with program requirements and EFQ standards.
- Verify attendance records and support provider payment processes.
- Conduct provider site visits to support family engagement and service delivery.
- Assist with outreach, enrollment, database management, and administrative functions.
- Collaborate with providers, families, community partners, and FCC Network staff to coordinate services.
- Participate in meetings, trainings, and professional development activities.
- Perform other duties and special projects as assigned based on departmental and organizational needs.

Qualifications

- Associate Degree or Child Development Associate (CDA) credential required.
- Bilingual proficiency in English and Spanish required.
- Experience working with families of young children required.
- Experience in family child care and/or with infants and toddlers preferred.
- Ability to travel throughout the Bronx as needed.
- Strong organizational, time management, and multitasking skills.
- Ability to work collaboratively in a team-oriented environment.
- Strong interpersonal, communication, and relationship-building skills.

**Salary**

Annually: \$43,000.00

This position is a full-time/non-exempt position (as applicable).

Work Arrangement

Hybrid work opportunity available based on departmental and organizational needs. On-site attendance may be required to support program operations, meetings, trainings, and other business requirements.

Benefits

CHCF offers a comprehensive benefits package, including:

- Medical, dental, and vision insurance (CHCF covers 80% of premiums)
- 403(b) retirement plan with employer match
- Paid time off and paid holidays
- Employee assistance and wellness benefits

Equal Opportunity Employer

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.