

**JOB POSTING**

**JOB TITLE:** Family Support Worker  
**DIVISION:** Youth, Family and Health Services  
**EMPLOYMENT CLASSIFICATION:** Full-time  
**SOC CODE:** 21-1099

**LOCATION:** 23 Broadway, Newark, NJ 07104  
**REPORTS TO:** Family Services Unit Manager  
**FLSA STATUS:** Non-exempt  
**COMPENSATION:** Commensurate with education/experience

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

**POSITION SUMMARY:**

- Under the general direction of the Family Services Unit Manager, the Family Support Worker is responsible for providing educational and prevention services to children and their families within La Casa's Family Success Center in order to strengthen individual and family functioning.

**RESPONSIBILITY AND DUTIES:**

- Screens and properly assesses family's/individual's needs in order to provide information and referral services as needed
- Develops family success plan along with program participants
- Responsible for providing access to health services including assisting families in the completion of NJ Family Care applications
- Facilitates successful client entry and access into other La Casa programs and/or to the health and supportive social services of other community providers
- Implements and/or facilitates parenting skills sessions to promote healthy child development and prevent child abuse/neglect
- Develops and provides life-skills training as needed
- Develops and provides workshops and information on economic self-sufficiency
- Develops and provides housing related services
- Develops and provides workshops on employment related services
- Provides advocacy services to families in need
- Assists with the coordination of educational, social and recreational parent-child activities
- Develops and maintains a professional relationship with clients, ensuring boundaries upheld
- Conducts home visits as needed
- Conducts community outreach efforts as needed
- Maintains and updates confidential client files as required by funding sources
- Assists in preparing monthly, quarterly and final reports to funding sources and administration
- Attends professional meetings, educational conferences, and in-service trainings in order to maintain and improve professional competence.
- Participates in community/public events sponsored by the center/agency.
- Administers and observes the organization's office operations, policies and procedures
- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree in Social Sciences preferred with one year of experience working in related field or Associate's Degree in Social Services with two years' experience in related field
- **Bilingual in English and Spanish is required**
- Ability to work well under pressure, prioritize and be able to juggle multiple tasks
- Strong telephone and customer service skills
- Excellent planning and organizational skills
- Must be proficient in Microsoft Outlook, Word, PowerPoint and Excel
- Excellent oral and written communication skills
- Have the ability to travel in and out of state for meetings and conferences as required

**PHYSICAL DEMANDS:**

- Must complete a fingerprinting background check and Child Abuse Record Information (CARI) Form as required by the State of NJ
- Must have a valid New Jersey Driver's License
- Required to walk and stand for long periods of time \*
- Must be able to work in varying weather conditions
- Professional business attire required

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SCHEDULE:**

- Monday through Friday from 9:00am -5:00 pm or 10:00am-6:00pm (Schedule may vary to meet YFHS/FSC needs)
- Some Saturday and Sundays will be required. Employees will be provided with advanced notice.

**TO APPLY:**

- Please email your resume with cover letter to [yfhsrecruiting@lacasank.org](mailto:yfhsrecruiting@lacasank.org). Only candidates being considered for an interview will be contacted.

***La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.***