

## JOB POSTING

**JOB TITLE:** Family Worker

**DIVISION/OFFICE:** Early Childhood Development Division

**EMPLOYMENT TYPE:** Full-time

**REPORTS TO:** Center Director/Deputy Director of Family and Community Engagement

**LOCATION:** TBD

**FLSA STATUS:** Non - Exempt

**SOC CODE:** 21-1099

**COMPENSATION:** \$16.9813 (hourly rate)

**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:

- The Family worker is responsible for assisting families become self-sufficient by developing and maintaining a trusting relationship, with families and community agencies to ensure successful child and family outcomes in Head Start/Early Head Start programs according to Head Start Performance Standards.

### RESPONSIBILITY AND DUTIES:

- Establish relationships with families and family support agencies in the community.
- Recruit, enroll and maintain a wait list for all eligible Head Start families.
- Establish a Family Partnership Agreement (FPA) which supports family goals.
- Ensure all family information is entered accurately in the program's database.
- Assist with conducting parent orientation, meeting and community events. File records and notes.
- Ensure at least one substantial contact with assigned families are conducted and recorded in database monthly.
- Prepare and take children's files to Newark Public Schools to be processed through CORR.
- Attend home visits, parent teacher conferences and family case conference.
- Plan and facilitate parent meeting, parenting skills training, plan agenda, and provide sign in sheet and main records in binders.
- Provide information to parents on community services, make referrals and follow up to ensure delivery of services meets family needs.
- Coordinate with education staff to promote family engagement in their children's education and development.
- Establish relationships with community agencies to provide comprehensive services to staff, children and families.
- Establish and organize activities at the center to promote parent and community member to volunteer their services.
- Coordinate with all content area staff to communicate and facilitate a transition meeting to inform and assist parents throughout the transition process.
- Ensure that an appropriate transition plan is established with parents for a smooth transition from EHS to HS and HS/ Pre-k to kindergarten at school of parents' choice.
- Networking with Local Institutions and Community Based Agencies to provide services to HS and EHS families.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

### EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Associate Degree in Social Work or FDC with 3 year work experience in a non-profit environment, Head Start experience (preferred).
- Bi-lingual (*English/Spanish/French/Creole/Portuguese*).
- Good interpersonal, written and verbal communication skills.
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and the Internet.
- Must be detailed oriented and able to multitask.
- Ability to take initiative, work independently and work in a team environment.
- Must be able to work in a fast-paced environment.
- Ability to carry oneself professionally.
- Professional business attire is required.
- This is a largely a sedentary role: however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.\*

*\*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 – Friday**, 8:15am - 4:15 pm (Schedule may vary according to meet Early Childhood Development needs)

### TO APPLY:

- Please email your resume with cover letter to: [Ecdrecruiting@lacasanwk.org](mailto:Ecdrecruiting@lacasanwk.org) Only candidates being considered for an interview will be contacted.
- **Open Date:** October 25, 2018 **Closing Date:** December 30, 2018

**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.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

