



## POSITION ANNOUNCEMENT

### Family Worker

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Family Worker that supports the Center Director and Family and Community Engagement (FACE) Manager in assisting with the day-to-day administration and operation of the Early Childhood Development Department. To be successful in this role, the Family Worker should be able to establish relationships with families and family support agencies in the community, recruit, enroll, and maintain a wait list for all eligible Pre-K or Head Start families, and establish a Family Partnership Agreement (FPA) which supports family goals. The Family Worker will serve as an integral member of the Early Childhood Development Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Establish relationships with families and family support agencies in the community.
- Recruit, enroll and maintain a wait list for all eligible 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 Pre-K to kindergarten at school of parents' choice.
- Networking with Local Institutions and Community Based Agencies to provide services to Pre-K families.
- Administers and observes the organizations office operations, policies and procedures.
- 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.

**Educational, Required Skills and Experience Requirements:**

- Associate's or Bachelor's Degree in Social Work of related field.
- Minimum 2 years of experience working in Pre-K program.
- Experience with children ages 0-5 years old.

**Physical Requirements:**

- Must be able to sit and stand for long periods of time in the field.
- Must be able to attend community events.

*\*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.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 21-1021
- **Reports to:** Center Director and/or Family and Community Engagement (FACE) Manager
- **Schedule:** Monday – Friday; 8:15am – 4:15pm
- **Compensation:** \$16.33 – \$16.98 per hour. Commensurate with experience.
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

**COVID-19 Vaccination Requirements**

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with **“Family Worker”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*