



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a full time Family Worker (FW) who will be responsible for planning, organizing, and implementing the Family and Community Partnership service area. The FW develops and implements Individualized Family Partnership agreements with parents and conducts visits to the homes of the families. The FW also acts as community liaison for Hamilton-Madison House Early Childhood program. This position reports to Family and Community Director.

Minimum Qualifications:

- Bachelor's Degree in Social Work or related field
- 1-year experience in a social work field
- Bilingual English/Spanish required
- Must have good interpersonal skills
- Must have a knowledge of Early Childhood/DOE guidelines and protocols
- Displays time management skills – the ability to handle multiple tasks and assignments at once and flexibility
- Exhibits proficient knowledge of Internet Navigation, E-mail, and Microsoft Word

Responsibilities:

- Organizes, facilitates and conducts meetings and training sessions and parents (completing the Parent Education Training form, after each session)
- Conducts home visits to each enrolled family
- Assists parents in developing individualized plans with both short and long term goals and method of reaching the goals
- Participates in community boards, councils, advisory groups, etc., representing the agency
- Participates in Classroom and Parent Committee meetings and provides training to parent representatives
- Attends grantee pre-service training; participates in delegate pre-service training and maintains ongoing efforts for professional development
- Maintains organized records of activities to promote family partnerships, including but not limited to, family files
- Attends all center biweekly staff meetings
- Identifies community resources that can provide needed services to the families served by the Pre-school, establishing and maintaining cooperative relationships with them
- Advocates for Head Start families and promotes their ability to advocate for themselves
- Ensures the delivery of social services, emergency and non-emergency services, directly or through referrals
- Develops and updates the Community Resources Directory
- Responds to children's three-day absences and follows up according to procedure.

- Submits accurate, timely reports as requested by center director or grantee
- Ensures absolute confidentiality with respect to information records concerning families and children
- Performs ongoing recruitment and documents accurately

Hours: Monday to Friday, 35 hours per week
To Apply: Submit your cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: February 10, 2021 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer