

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has over 400 dedicated full-time and part-time employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Director of Family Services
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time

Position Summary:

The Director of Family Services (Director) manages the Family Services Department, including the Assistant Director of Family Services and ten family workers, in seven child care centers. The Director provides mental health services to children in Union Settlement's seven child care centers, as well as guidance to staff and parents regarding mental health and family services for children and their families.

Responsibilities:

- Overseeing the Family Services Department and providing supervision to Family Services staff.
- Implementing program interventions for children with mental health and behavioral concerns, in conjunction with child care center staff. This includes classroom observation of children and consulting with families of children to address specific needs and concerns.
- Developing and implementing strategies to be used by classroom and Family Services staff to promote mental health.
- Designing and implementing staff training and development, as well as conducting workshops for parents, regarding best practices for children with mental health concerns.

- Ensuring Head Start Performance Standards, NYC DOH Regulations and Administration for Children's Services regulations are carried out.
- Assisting in the recruitment, enrollment and retention of children and providing support services to the families.
- Identifying mental health resources and assisting families obtain supplemental mental health services.
- Ensuring all children's individual mental health records are properly updated and maintained.
- Conducting monthly audits of Social Service folders in all seven sites to ensure and maintain compliance with Head Start Performance Standards.
- Additional duties as assigned.

Qualifications:

- LMSW required.
- Demonstrated knowledge and/or experience providing mental health services in early childhood education.
- Demonstrated knowledge of Head Start Performance Standards preferred, but not required.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership, supervisory, and training skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: Jobs@unionsettlement.org
Please indicate Director of Family Services in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER