



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: East Harlem Neighborhood Network Coordinator
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time

Network Summary:

The East Harlem Neighborhood Network (“Network”), comprised of Union Settlement Association, along with partners The Boys’ Club of New York and Little Sisters of the Assumption Family Health Service, has been created to address the growing educational needs of the Mexican and Mexican-American community in East Harlem. The Network aims to provide vital services at the pre-school and elementary levels, to enhance children’s cognitive, social, and emotional development; to provide educational resources that support their academic growth, social and emotional functioning and physical development; and to provide whole families with access to health, educational, nutritional, social, and other necessary services.

Position Summary

The Coordinator will assist and empower parents to better engage in their children’s education, advocate for their children in the school system, and access services that can help them meet the broader needs associated with creating a healthy learning environment for their children. The Coordinator will also codify and collate our knowledge and methods, in order to provide local schools and other community based organizations with best practices, tools and training so they can better address the Mexican community’s educational attainment gap.

Additional Responsibilities:

- Manage day-to-day operations of the Network, including the intake, assessment, referral and follow-up process.
- Develop and conduct a series of parent, staff, community and school workshops around issues relevant to the Mexican and Mexican-American community, such as navigating the school system, immigration, and employment resources.
- Supervise two graduate social work interns.
- Train extant agency staff in the counseling and referral process, and well as perform these functions for some of the participants.
- Cultivate relationships with local schools that serve large Mexican populations.

- Develop an outreach plan to increase the pool of potential clients.
- Rotate among Network sites, holding scheduled “office hours” at each location.
- Provide assistance and support in communicating with teachers, understanding the American school system, navigating preschool and K-12 school choices, providing effective homework help, school selection/transitions and school curricula (including the Common Core).
- Provide assistance and advocacy around family issues such as health services, housing and police involvement.
- Provide training workshops in New York City’s Department of Education’s Achievement Reporting and Innovation System (ARIS), which allows parents and teachers to share student achievement data.
- Conduct follow-up with individual clients and referring agency staff, to ensure accurate and timely data.
- Import client tracking data and produce and present program progress and reports, as needed.
- Additional duties as assigned by the Director of Early Childhood Education.

Qualifications:

- Bachelor’s Degree in Social Work.
- Bilingual (English/Spanish) required.
- Demonstrated experience providing assessment, referral and follow-up services to underserved populations.
- Demonstrated experience in case management.
- Demonstrated understanding of the challenges facing the Mexican and Mexican-American community in East Harlem.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: jobs@unionsettlement.org

Please indicate East Harlem Neighborhood Network Coordinator in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER