

UNION SETTLEMENT

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

Position Summary:

The Family Assistant is to be familiar with all aspects of Union Settlement's Early Childhood Education program, including the Head Start Performance Standards, the program plans, and all program policies. The Family Assistant must have an awareness of the philosophy and goals of the program in order to help the parents become active advocates for their children. The Family Assistant is assigned to a center and is responsible for the delivery of services to families in four component areas – Social Services, Parent Involvement, Health/Nutrition, and Mental Health.

General Responsibilities:

- Recruit, enroll, and maintain case files for all assigned children and families at child care center.
- Assess and assist families in education and empowerment.
- Maintain children's health records, and work with child care center staff and consultants to facilitate and coordinate assessments and referrals.
- Assist mental health consultants or social workers in obtaining the required information concerning child and/or family.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree strongly preferred. At minimum, 30 credits towards Bachelor's Degree in Human Services, Social Work, or related field.
- Familiarity with ACS rules and regulations, as well as Child Care and Head Start regulations.
- Excellent organizational ability and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

To Apply:

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

Please indicate Family Assistant in subject of e-mail.

Position posted in-house: March 11, 2016

Position posted publicly: March 18, 2016

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER