

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is the largest social service agency in East Harlem. The agency provides child care, 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 approximately 400 dedicated employees who work from 14 different sites to serve over 13,000 local residents each year. In addition, one related entity – Union Settlement Federal Credit Union – offers complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

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

Position Summary:

The Family Worker 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 Worker 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 Worker 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:
hr@unionsettlement.org

Please indicate Family Worker in subject of e-mail.

Position posted in-house: April 14, 2015

Position posted publicly: April 21, 2015

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER