

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: M825 Family Worker
Department: Youth Services
Reports to: M825 Program Director
Hours: Part-Time (15 hours/week)

Program Description:

The M825 school program seeks to provide all participants with a range of opportunities for learning, guidance and mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, for challenging themselves, for helping others, and for becoming engaged in their schools and community. We also seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, SAT prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance.

Position Summary:

The Family Worker's primary responsibilities are to provide family engagement to participants and recruit more participants through community outreach.

Responsibilities:

- Assist in classroom, including classroom management and behavior modification as needed.
- Engage participants and support school staff during school day as assigned.
- Provide resources, referrals, and follow-ups for participants and families as needed.
- Provide community outreach to recruit participants for the after school program.
- Support hall monitoring as needed.
- Escort participants out of school and off premises to ensure safety during dismissal as needed.
- Assist in the production of mandated program reports, including attendance as needed.
- Plan, attend, and escort participants on trips as needed.
- Facilitate monthly workshops for parents to increase parent engagement.
- Participate in special events and staff meetings.
- Additional responsibilities as assigned by Program Director, Assistant Director and Director of Youth Services.

Qualifications:

- Associate's Degree in Human Services, Education or related field preferred; at minimum, three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Demonstrated success facilitating workshops in one of the following disciplines: sports, technology, leadership, performing arts, prevention, visual arts.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting

To Apply:

Please send cover letter, resume, and three professional references to:

hr@unionsettlement.org

Please indicate M825 Family Worker in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER