

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

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](http://www.unionsettlement.org).

**Position:** Family Assistant  
**Department:** Early Childhood Education  
**Reports to:** Educational/Center Director  
**Hours:** Full Time  
**FLSA:** Non-Exempt

### Position Summary:

Under the supervision of Center Director, The Family Assistant is to be familiar with all aspects of the Union Settlement Early Childhood Education program including the Head Start Performance Standards and all program plans and 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

### Responsibilities:

Family Assistant are assigned to a center and are responsible for delivery of services to families in four component areas: **Social Services, Parent Involvement, Health/Nutrition and Mental Health.**

### Social Services:

- Responsible for recruiting and enrolling children as outlined in the Social Services component plan.
- Enrolls children ensuring that all documents are in place in the child's records.
- Completes all forms necessary for the CACFP nutrition program.
- Completes a Family History Development Plan/ Family Partnership Agreement.
- Conducts a home visit twice a year to each assigned family and on an as needed basis.
- Ensures that parents are aware of available resources and makes appropriate referrals for children and families to and from other agencies.
- Follow-ups are required by services provided by internal/external agencies.
- Maintains current and accurate records as required by the program and ensures confidentiality.
- Monitors daily attendance of the children in the assigned center.
- Assess crisis intervention and provides supportive counseling.
- Identifies and assesses family and individual needs for addressing appropriate referrals and services.

- Obtains resources and information for appropriate referrals.

### **Parent Engagement:**

- Collaborates with center staff on planning, attending and implementing the Parent Orientations, Center Open House Meetings, and Class Committee Meetings.
- Supports the Center Director on ensuring that parents are informed of all policy committee and class committee meetings, and parent education programs.
- Recruits parents as volunteers in all aspects of the center.
- Maintains parent bulletin boards and/or parent room with current information.
- Assists the Center Director and Deputy Director of Social Services on developing and distributing the center newsletter.
- Supports Center Director with parent designed activities and fundraisers.

### **Health/ Nutrition:**

- Maintain health records and Health Tracking System and collaborate with nurse on follow-ups.
- Responsible for obtaining medical consents and copies of insurance cards.
- Collaborate with Children's Aid Society on days of assigned screenings.
- Ensures that child and family make scheduled appointments. Including escorting or arranging escort service for children whose parents are unable to go the appointment with their child.
- Acts as a liaison between health care providers, parents, teachers, and site directors.
- Collaborate with consultants on identifying and assessing children with special needs.
- Obtains consents from parents and organizes conferences within the center.
- Perform duties as an advocate for parents within Union Settlement and with outside agencies.
- Works with the nutritionist on follow-ups.

### **Other:**

- Attends Family Service Unit team meetings.
- Attends pre-service, in-service, and other training as assigned.
- Perform necessary duties to complete job responsibilities.

### **Qualifications:**

- Bachelor's preferred; Associate's required.
- Experience working with children and families.
- Bilingual Spanish/English required.
- Must have excellent computer skills with knowledge of Microsoft excel, access and word.

### **To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and 3 References to: [earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org).

Please indicate Family Assistant in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**