

Posted February 02, 2022



Family Worker - DCCNY DOE Family Child Care Network

Job Description

As part of the Day Care Council of New York DOE Family Child Care Network, the Family Worker will work with the Network Director, Education Director and Educational Specialists to build and sustain effective relationships with the families and affiliated providers to support the needs of all children enrolled in DOE family child care programs.

Job Responsibilities

- Support the enrollment process of families including recruitment, registration, intake, family assessment, and ongoing support to families.
- Work with families and affiliated providers to create individualized family plans in the provision of family and social support services.
- Provide ongoing services to families needing additional support services (special education, mental health services, housing support, etc.)
- Support families of children with special needs by attending case conferences and follow-up meetings.
- Connect parents/caregivers to appropriate resources and make necessary referrals to community partners.
- Develop relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.
- Collaboratively create and update a Community Partner Resource Guide for all providers and families.
- Coordinate monthly family engagement workshops, special events, and other activities with the FCC Network team to encourage and maintain family participation.
- Document all family engagement conversations and sessions in a timely manner and align with the Early Childhood Framework for Quality (EFQ).
- Participate in regular staff meetings to connect about individual providers, families, and coordinate all services.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.
- Support FCC Network Director in updating family information in the Network database.
- Other tasks assigned by the FCC Network Director and the FCC Education Director.

Skills:

- Willingness to travel within FCC Network catchment area.
- Time management skills are essential.

- Ability to multitask.
- Appreciation for the unique needs of all providers and families.

Qualifications:

Associate Degree or Child Development Associate credential (required)

Experience working with families with young children (required)

Experience working in family child care and/or with infants and toddlers (preferred)

Salary: \$39,000 annually.

Number of positions available: 3

To Apply: Please submit your resume and cover letter to employment@dccnyinc.org

**Indicate the position you are applying for in the subject.