

Position Title: Early Head Start Family Support Worker

Agency: Community Action Partnership

Classification: Non-Exempt

Summary:

The Family Support Worker position exists to establish positive, supportive and reciprocal relationships with families and children. This is a full time position (37.5 hrs./wk.) eligible for benefits. The position will be based in the Canastota office.

Job Responsibilities:

- The Family Support Worker will provide home-based educational and support services to enrolled families with young children, or expectant parents, and maintain a minimum caseload of 10-12 families.
- Plan and implement home-based program activities for families, maintain files and documentation as required.
- The Family Support Worker is responsible for the delivery of comprehensive home based services to children and families.
- This position is responsible for facilitating home visits, assisting families obtain necessary information, resources and services, identifying and addressing concerns, facilitating socialization/class days, tracking program data and ensuring continuity of services for children ages 0-3.

Qualifications:

- High School diploma or equivalent required with the ability to attain a Home Visitor CDA within 1 year. Associates degree in Early Childhood, Human Services or related field.
- Previous work experience with children and families. Positive communication and interpersonal skills with the ability to form trusting relationships. Demonstrated dependability and reliability is crucial for this independent role.
- Must be proficient in basic computer skills and Microsoft Word.
- Must have own transportation and valid driver's license.

If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: HR@capmadco.org. CAP is an EOE/AE.