Title: Family Worker  
Location: Urban Horizons Early Childhood Development Center Early Learn/Head Start  
Reports to: Coordinator of Family Services/Center Director

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods — from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

Job Summary:

WHEDco seeks a Family Worker to join the dedicated staff at the Urban Horizons Early Childhood Discovery Center, a year-round Early Learn NYC and Head Start program for three- and four-year-old children. The Center serves 111 pre-school students from over 20 different countries. WHEDco’s full-day program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively. Each year 100% of the students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

The Family Worker works closely with families and assists in developing a strengths profile for the family and action plan. The Family Worker also advocates for families and makes referrals to outside agencies when needed.

Responsibilities:

- Review daily attendance for absences and contacting parents
- Make periodic home visits
- Act as liaison between parents and other internal and external programs
- Serve as escorts for children in emergency situations
- Serve on community involvement committees and work closely with parent groups and committees
- Serve as prime motivator for parent groups
- Maintain a current community resource book
- Work closely with the education staff to support the program objectives
- Assist in the collection of data and supervision of the family literacy program
- Assist in the classroom when necessary
- Participate in recruitment efforts
- Participate with the education team to make referrals for children with special needs
• Attend staff meetings and supervisory conferences
• Update files and databases
• Assist in the classroom when necessary
• Perform other related duties as assigned

Qualifications:
• High school degree or high school equivalency is required; Associate degree in psychology is preferred
• Proven ability to read, write, and speak clearly in English required; Fluency in a language common among participant families is a plus
• Able to use outreach techniques and advocate on behalf parents and children
• Able to handle conflicting situations without personal involvement
• Knowledge of social service, welfare reform, immigration, housing and entitlement programs
• General knowledge of computer and good clerical and organizational skills
• Able to multi-task
• Must be able to lift up to 30 pounds as well as the ability to conduct home visits using public transportation which involves climbing stairs
• Previous work experience in low-income communities is preferred

Excellent benefits and competitive salary based on experience.

To apply, please send your cover letter and resume to DiscoveryCenterJobs@whedco.org with “Family Worker” in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.