Title: Family Child Care Network Family Worker/Counselor  
Location: 1309 Louis Nine Blvd, Bronx, NY 10459  
Reports to: Vice President, Home-Based Childcare Services  

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 for more information.

Job Summary: 
WHEDco seeks a highly-motivated and energetic Family Worker/Counselor to work directly with children, their families, and providers to assess, engage and provide preventive services. The Family Worker/Counselor will provide play-based therapy techniques and activities to early childhood children in the South Bronx through individual, group and family modalities, as well as teacher and classroom support. The work will involve collaborating with providers and the education director and specialist.

Responsibilities: 

- Conduct needs assessment and complete the Ages and Stages Questionnaire (ASQ) with new families.
- Facilitate 3 to 4 client contact counseling sessions per day (families, providers, and children).
- Work collaboratively with the providers and education director and specialist to plan and execute Social Emotional Learning lessons.
- Respond to mental health crises by conducting a risk assessment, developing safety assessment plans, and involving family, social work team and outside agencies, as needed.
- Provide individual and group counseling to children identified and use evidence-based methods to provide those services.
- 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.

• Participate in the team decision making recommendations to case planners, supervisor and other service providers, including referrals and potential resources.

• Complete administrative responsibilities, including the timely documentation and data entry of family team conferences, provider conferences, any assessments, family and provider communication in CTS.

• Collaborate and strengthen partnerships with community representatives to ensure participation and involvement in conferences.

• Participate in regular staff meetings and professional development sessions.

• Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.

• Other relevant tasks as assigned.

Qualifications:

• Master’s degree in a relevant field is required

• Experience working with families with young children is required

• Experience working in family child care and/or with infants and toddlers is preferred

• Appreciation for the unique needs of all providers and families

• Willingness to travel within FCC Network catchment area

• Excellent time management skills and ability to multitask

• Experience in MS Office (including Excel and PowerPoint) and excellent overall computer and database skills

• Proven ability and/or demonstrated work experience where maintaining confidentiality is critical and expected

• Creativity and a sense of humor are a must
Excellent benefits and competitive salary based on experience.

To apply, please send a cover letter and resume to HBCCrecruiting@whedco.org.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, 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.