

Family Worker - Family Child Care Network

MARC Academy and Family Center and the Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Family Worker is to build and sustain effective relationships with the families and affiliated providers to support the needs of all children enrolled in DOE family childcare programs.

Primary 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.
- 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).

Additional Responsibilities:

- 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.

Skills: ● Willingness to travel within FCC Network catchment area. ● Time management skills are essential. ● Ability to multitask. Team player

Qualifications: ● Associate Degree or Child Development Associate credential (required) ● Experience working with families with young children (required) ● Experience working in family childcare and/or with infants and toddlers (preferred)

The above statements are intended to describe the general nature of work performed, not an exhaustive list of all essential's functions and responsibilities. Qualified applicants or employees with a disability must be able to perform the essential functions of the job, with or without reasonable accommodation. If you would like to request an accommodation, please inform your hiring manager or supervisor.

MARC Academy and Family Center, Inc is an Equal Opportunity Employer.