

## COMMUNITY ACTION PLANNING COUNCIL

### JOB POSTING

(In-House and Out-of-House)

**POSITION TITLE:** Family Worker  
**PROGRAM:** Head Start  
**CLASSIFICATION:** Academic-Regular/Full-Time/Non-Exempt  
**GRADE:** Grade 5  
**SALARY:** \$11.77 per hour  
**JOB HOURS:** 35 hours per week (Daytime hours may vary. Some evenings and weekend hours may be required. Will work 3-4 days/week in the summer months.)  
**JOB LOCATION:** North Jeff Head Start – Evans Mills, NY – School Year  
Community Action- Watertown, NY – Summer

**JOB SUMMARY:** The Family Worker is responsible for a caseload of 34 families served by the Head Start Program. He/she will make a minimum of one home visit every 2 months to each family and will provide information and referrals to families in the health and family service areas. The Family Worker acts as an advocate for families, and provides support services and referrals as needed; will assist families in determining their needs and in identifying and developing goals to meet those needs. The Family Worker will also be responsible for the recruitment and enrollment of children and families; and facilitating a Parent Committee meeting monthly. This person will be responsible for performing a comprehensive health intake, completing sensory screening, and tracking health follow-up for assigned Head Start children. The Family Worker will be expected to maintain complete and accurate documentation of all required agency forms and computer database; and accurate statistical data for reporting purposes. The Family Worker will work at the Head Start North Jefferson Center in Evans Mills NY during the school year; and at the Watertown Head Start Center during the summer months.

**EDUCATION:** Associate Degree in Human Services or related field required. Must have, or be willing to attain, Family Development Credential or other specified training within 2 years of hire if offered by the agency.

**EXPERIENCE:** Experience working with families is required.

**SKILLS:** This position requires knowledge of child and family development; strong time management, planning and organizational skills; excellent written and verbal communication skills; proficient computer skills; knowledge of community resources; and the ability to manage an integrated caseload. This person must have the ability to keep accurate detailed records; maintain confidentiality of program and agency related information; be able to work with diverse groups and individuals; and be able to work independently and as a member of a team.

**OTHER REQUIREMENTS:** Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test, and background clearances at the time of hire. Preference is given to qualified in-house candidates. A valid driver's license is required.

**BENEFITS:** Agency Flexible Benefits Plan, academic schedule, paid school vacations and unemployment benefits during the summer months.

**TO APPLY:** Submit updated resume, employment application form and college transcript by 5:00pm March 30, 2017 to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892 or email rbattista@capcjc.org. Employment application available at capcjc.org.