

Position Title: Early Head Start Family Support Worker

Agency: Community Action Partnership

Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

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.), 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/AEE.