

Position Title: Early Head Start Family Support Worker

Agency: Community Action Partnership

Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer, Oneida and Chenango counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Housing and Kinship.

JOB 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:

- Provide home visiting services to 10-12 families.
- Provide and participate in hands-on activities that focus on promoting positive parent-child interaction and school readiness.
- Provide appropriate health, mental health, nutrition and disability information to families.
- Assist families in goal setting and make appropriate referrals for the family to achieve their goals.
- Arrange visits at times convenient to participants, including evenings.
- Participate in and/or coordinate playgroups for EHS families at least twice monthly.
- Keep home visit records/files
- Maintain accurate and timely documentation as required by the program
- Plan and implement visits following Head Start Program Performance Standards and CAP policies and procedures
- Prepare for home visits by organizing approved program curriculum, individualized resources and supplies, and required paperwork as needed.

Qualifications:

- High School diploma or equivalent required.
- Minimum Home Visitor CDA or comparable credential, or equivalent coursework completed as part of an Associate's or Bachelor's degree in Early Childhood Education or related field.
- 2 year's experience working with families and /or children preferred.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume, cover letter to: HR@capmadco.org. CAP is an EOE/AEE.