



**Position:** Pre School Family Worker  
**Department:** Education  
**Salary:** Competitive Full-Time Compensation & Benefits Package

The family worker is responsible for getting families enrolled and prepared for the UVSO preschool program, and ensuring continued growth and success for the duration of enrollment for all students and their families. A high school diploma is required.

### **General Duties**

- Meet with families regularly to:
- Assist in building social connections and determining their own social service needs.
- Assist families in making and realizing goals for themselves and their child.
- Assist families in connecting to the-appropriate person at a social service agency to ensure needed services are met (e.g., TANF).
- Assess families' health insurance needs and when indicated, assist them in completing a NJ Family Care application.
- Serve as a liaison between families and the center to enhance the relationship between the teachers and the families but not to supersede it. In the area of the child's education, the teacher is the primary contact.
- Assist with outreach and recruitment in the community (e.g. attend in-district "open house" as needed).
- Assist families with the transition process, as needed (e.g. communicating with families when children go from one program to another).
- Be knowledgeable about community resources and referrals for parents and how to connect families with organizations and resources outside the preschool program (such as health care, job training and social services); follow-up on those referrals made on behalf of families.
- Collaborate and communicate regularly with the Community/Parent Involvement Specialist (CPIS) and in-district Social Worker(s), Teachers, Center Directors and Family Worker Coordinator on parent education activities based on parent needs.
- Collaborate regularly with the CPIS, in-district Social Worker, Teachers, Center Directors and Family Worker Coordinator in outreach and recruitment as needed.
- Serve as a resource to the Preschool Intervention and Referral Team (PIRT) along with the classroom teacher to help provide background information on families as needed.
- Collaborate with the CPIS and Family Worker Coordinator to complete a family strength assessment/survey of needs.
- Promote staff awareness of the diverse needs of \_ the families being served.

### **Additional Duties**

- Maintain a hard copy and digital file for each family, document all contacts and efforts made with families report monthly.
- Conduct monthly parent workshops/groups that are organized in various ways that complement the strengths of the families and focus on the interest and needs of the families.
  - Attend all other trainings offered by the district, DFD and/or its designees (e.g., managing agencies, DFD, and Prevent Child Abuse-NJ).
  - Flexible availability to work nights and weekends as needed
  - Attend all trainings required by Newark Public Schools and additional trainings as suggested by site director.

### **Required Skills**

- Excellent oral and written communication skills
- Above average computer skills
- Data entry experience

### **Preferred Skills**

- Fluent in Spanish and/or French
- A Valid US Driver's License

### **Disclaimer**

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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