

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Family Services Coordinator
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time
FLSA: Exempt

Position Summary: The Family Services Coordinator coordinates the Family Services Department, including the Assistant Director of Family Services and ten family workers, in seven child care centers. The Family Services Coordinator works with mental health consultants and manages mental health services to children in Union Settlement's seven child care centers, as well as guidance to staff and parents regarding mental health and family services for children and their families.

Responsibilities:

- Oversee the Family Services Department and provide supervision to Family Services staff.
- Design and implement program interventions for children with mental health and behavioral concerns, in conjunction with Education/Disabilities Coordinator and child care center staff. Including but not limited to:
 - Classroom observation of children
 - Consulting with Families to address specific needs and concerns
 - Managing interdisciplinary team meetings
- Develop and implement strategies to be used by classroom and Family Services staff to promote mental health.
- Manage community partnership agreements with local resources.
- Design and implement workshops for parents.
- Manage ERSEA as per Head Start Regulations. Focus on the following:
 - Eligibility and recruitment strategies
 - Retention
- Identify mental health resources and assisting families obtain supplemental mental health services.

- Develop systems to maintain accurate child files.
- Other tasks as assigned.

Qualifications:

- LMSW required.
- Demonstrated knowledge and/or experience providing mental health services in early childhood education.
- Demonstrated knowledge of Early Learn preferred, but not required.
- Demonstrated knowledge of Head Start Performance Standards required.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership and supervisory training skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:
earlychildhoodcareers@unionsettlement.org . Please indicate Family Services Coordinator in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER