

JOB TITLE: Family Partner

- PAY RATE:** Job category pay range \$17.58-\$25.34. Starting wage \$17.58.
- LOCATION(S):** Friendship
- WORK YEAR:** 12 months
- WORK HOURS:** Generally, 8:00am to 3:30pm Monday through Friday with some variations in hours for program needs, including occasional evenings and weekends.
- JOB SUMMARY:** Assists families in achieving their goals and long term self-sufficiency through family assessment, referral, support and follow up services. Family Partners ensure that child health requirements are met and are responsible for maintaining electronic child files.

Characteristics of an Effective Family Partner: The successful Family Partner candidate will be empathetic, have a passion for helping others, and understands that all people have strengths and supports others in achieving their goals. Effective communication skills, technology skills, professional boundaries, and a good self-care routine are critical with this position. Must be committed to making a difference in the lives of children, families, and the communities in which we live/serve.

Job Description: Promotes each family's development of assets by cooperatively planning and implementing family services including home visiting, screening, assessment, linkages to supportive services, service coordination, goal planning, and follow up services resulting in family progress documented on the self-sufficiency matrix, attainment of family generated goals and long term self-sufficiency.

Promotes school readiness objectives by ensuring that children, parents, and center based staff are prepared for transitions, recruiting parent volunteers, monitoring child attendance and health requirements, and providing classroom coverage during the absence of regularly scheduled staff.

Maintains a full caseload and waiting list by identifying, coordinating and implementing recruitment activities and enrolling eligible children.

Assures timely and accurate data tracking, monitoring, and data entry in the areas of family services, health requirements, and others as assigned

Everyone is welcome here. We make a difference in our Community. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.

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into data management systems and physical files to ensure compliance with all program areas and Head Start Performance Standards.

Qualification Requirements:

High school diploma required. Family Development Credential preferred upon hire.

Within 18 months of hire, candidate must obtain at a minimum, a credential or certification in social work, human services, family services, counseling, or a related field.

Current driver's license with a safe driving record required

Two years' experience working with children and families preferred.

ACCORD BENEFITS:

- This is a full-time 12-month position.
- Choice of 2 medical plans (co-pay or high deductible with health savings account option)
- Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
- 13 paid holidays (11 holidays and 2 floating holidays)
- Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
- Professional development advancement opportunities
- Up to 56 hours paid sick leave

Everyone is welcome! We make a difference in our community.

SUBMIT COVER LETTER, RESUME, & ACCORD APPLICATION TO:

MAIL: TRINA LAFLEUR, HR DIRECTOR
ACCORD CORPORATION
P.O. BOX 573 | 84 SCHUYLER STREET
BELMONT, NY 14813
EMAIL: tlafleur@accordcorp.org
FAX: 585-268-7607

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