



**The Family Center (TFC)** is a nonprofit providing behavioral and mental health services, as well as social and legal services, to families affected by illness, crisis and loss. The Family Center has pioneered programming design and research to address the myriad of issues that challenge vulnerable New Yorkers and their families. Please visit our website at [www.thefamilycenter.org](http://www.thefamilycenter.org) to learn more.

TFC is seeking a **full-time Family Coordinator**. The Family Coordinator will provide support, psychoeducation, case management and advocacy to vulnerable families, primarily kinship caregivers and adoptive parents. Based in TFC's Brooklyn office, The Family Coordinator will conduct home visits and other field work in alignment with contract requirements and client needs. The Family Coordinator reports to the Family Stabilization Supervisor.

### **Primary Responsibilities**

- Provide home and community-based assessment, crisis intervention, care management, parenting coaching and support to vulnerable families, throughout New York City
- Conduct thorough assessments using a variety of locally-developed and standardized tools and develop meaningful service plan goals
- Facilitate internal and external referrals for a range of services to meet critical individual and family needs and expand access to community-based enrichment and social support
- Accompany clients to fair hearings, case conferences and other appointments
- Maintain a caseload of 16-20 families
- Facilitate peer support groups, family activities and parenting training
- Conduct outreach to promote TFC's services among providers and community members
- Deliver and document services, including evidence-based interventions, with fidelity to program and agency protocol
- Document all work with clients in electronic health record system
- Manage extensive field schedule and use remote access tools to coordinate and communicate with supervisor and peers remotely
- Manage varied assessment and reporting protocols across caseload based on program enrollment
- Other duties as assigned

### **Required Qualifications**

- Bachelor's Degree in Social Work or related field, or at least 4 years relevant work experience
- Familiarity with benefits and resources available to low-income families
- Experience facilitating groups and/or parenting training

### **Desired Qualifications**

- Family Peer Advocate Certification
- Fluent Spanish

**Location:** This position is based in our Brooklyn office, but will require travel throughout New York City. Our office is located at 493 Nostrand Avenue, Brooklyn, NY, which is conveniently located steps away from several public transportation options.

**Starting Pay Range:** \$45,000.00-\$48,000.00

**Schedule:** Full-time, non-exempt, 35 hours per week

**Employee Benefits:** The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account

(FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

At The Family Center, we are dedicated to creating a positive work environment for our team. We value relationship-building and collaboration within and across its departments. We also greatly value and appreciate our team members, their well-being and work-life integration. We strive to create a workplace where staff feel supported and receive ongoing coaching, training and opportunities for growth. The Family Center is also committed to diversity, equity and inclusion (DEI) and has a DEI program that all team members have the opportunity to participate in and contribute to.

### **How to Apply**

Please email a resume and cover letter indicating your salary requirements to [jobs@thefamilycenter.org](mailto:jobs@thefamilycenter.org) with the subject line "Family Coordinator." The Family Center greatly appreciates the time and effort that candidates put into their applications, and carefully reviews each one. Due to a high volume of applicants, however, the Family Center is only able to contact those candidates that are selected for further consideration.

### **Equal Opportunity**

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.