



The Family Center (TFC) envisions a future where all New Yorkers thrive in secure healthy communities. Our mission is to provide holistic care and support to individuals and families affected by life-altering events to create a path to healing, stability and a fulfilling future. Please visit our website at www.thefamilycenter.org for more information.

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 Support Service Coordinator.

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: \$50,000.00-\$55,000.00

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, 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.

How to Apply

Please email a resume and cover letter indicating your salary requirements to 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.