



**PROGRAM SUPERVISOR/FAMILY ASSESSMENT WORKER POSITION – FULL TIME**  
Healthy Families Sunset Park Program

**Position Summary:**

Healthy Families Sunset Park is a home visiting program that engages pregnant or newly parenting caregivers with the goal of supporting positive parent-child bonding, promoting child and family health and development, and enhancing family resilience. Reporting to the Program Manager, this program will be delivered within the context of a health care system in collaboration with internal and external stakeholders.

The Program Supervisor/Family Assessment Worker is responsible for the supervision of Family Support and Family Assessment Workers, hiring and training of support and assessment workers, completion of grant related documentation, data entry into the required database management system, and developing community partnerships. They will also conduct outreach and screenings to identify pregnant or newly parenting caregivers eligible for home visiting services, utilizing various assessment tools to determine eligibility.

**Job Duties and Responsibilities:**

- Direct supervision of Family Support Workers (FSW)/ Family Assessment Workers (FAW)
- Schedules and directs the work of FAWs/FSWs
- Assist in interviewing, hiring, evaluating, and training of staff
- Provide case management and monitoring of FAWs/FSWs performance
- Maintain a work environment that provides maximum safety and health
- Conduct client record reviews and maintains required data collection systems
- Conduct or arrange for family and child assessments conducted during home visiting
- Interview parents, preferably prenatally and/or immediately after the birth of their child
- Establish trusting relationships with families
- Ensure accurate and timely reporting and case documentation in written or electronic database management systems
- Use data as a tool for program development, evaluation and improvement
- Provide information and referral services as needed
- Collaborate with other community agencies
- Work collaboratively in a team-based setting
- Perform other related duties as assigned

**Minimum Education:**

BA/BS with two years of supervisory experience or five years direct service in a Healthy Families Program as an FSW or FAW, a documented history of progressive professional development.

**Minimum Experience/Requirements:**

Bilingual English/Chinese (Mandarin)

**Preferred Qualifications:**

- LMSW, LCSW, MA, MSW, MPH or other advanced degree in a health or human service field



- Solid understanding of and experience motivating staff and providing support to staff in a stressful work environment
- Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect
- Knowledge and experience in strength-based and family centered provision of primary prevention services, and/or direct experience as a home visitor
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities

**To Apply:**

Send cover letter and resume to Liz Rendon, Program Supervisor via email at [elizabeth.rendon@nyumc.org](mailto:elizabeth.rendon@nyumc.org)