



Employment Opportunity

Location of Job:	Schenectady, NY.
Employer:	Cornell Cooperative Extension, Schenectady County
Program Name:	Healthy Schenectady Families Program
Job Title:	Family Support Specialist
Description of Duties:	The Healthy Schenectady Families Family Support Educator provides support to improve healthy family and parenting choices among eligible families and individuals in Schenectady County. As part of the Healthy Families NY and Healthy Schenectady Families Program, this position works closely with the team of educators and supervisors to support the well-being of parents, children and families through the use of existing evidence-based health education and parenting curricula delivered through home visits. Positive, persistent and individualized outreach from the educator keeps families involved in the program and leads to improved outcomes for children, parents and the community.
Hours:	Generally 8:30 AM to 4:30 PM; however educators must maintain a flexible schedule to meet the needs of the families they serve.
Salary:	\$19.50/hour; 35 hours/week
Minimum Requirements:	<p>Bachelor's Degree. An Associate's Degree and two years transferable program/functional experience may substitute for a Bachelor's Degree. Experience relevant to the role of the position.</p> <p>Travel Requirements - Ability to meet the frequent travel requirements associated with this position. A valid NYS driver's license with the ability to drive and driving record acceptable for Association insurance coverage are required.</p> <p>Ability to meet acceptable background check requirements.</p> <p>Ability to frequently work flexible hours, which may include evenings and/or weekends, as appropriate.</p> <p>Ability to help ensure diverse, equitable, and inclusive programs. Commitment to working in limited income urban settings with diverse program participants in their surrounding communities.</p> <p>Program Skills – Ability to effectively deliver related programs and trainings. Serve as an effective subject matter resource. Maintain program data confidentiality. Ability to effectively participate in professional team efforts, including frequent collaboration with staff and outside organizations.</p> <p>Communication & Marketing Skills - Ability to effectively communicate verbally and in writing with presenters, program</p>

	<p>participants, employees and others. Ability to relate effectively to co-workers, volunteers, advisors, community and professional leaders.</p> <p>Coordination Skills – Ability to effectively coordinate program efforts including data management and reporting, scheduling and coordinating programs and events, compiling and maintaining materials and resources, following financial reporting requirements.</p> <p>Technology Skills - Proficiency or ability to learn and effectively use software including use of the internet, program related software, and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.</p> <p>Work Environment – In addition to the Working Conditions; the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. This position frequently performs in-person home visits within the assigned communities. When not in the field, this position works in a typical “open” office environment with occasional to frequent distractions. This position occasionally lifts, moves, or transports program materials.</p>
Preferred Requirements:	<p>Degree or coursework in human services or related fields</p> <p>Ability to speak, read and write proficiently in the Spanish language, or other non-English language as is spoken in the target community.</p>
Contact Information:	<p>https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/CCE-of-Schenectady-County-HSF-Family-Support-Educators-I--Schenectady--NY_WDR-00030467</p>
Deadline for Resumes:	<p>All applications must be submitted through Workday at a above link. Application deadline is rolling</p>