



## Employment Opportunity

<b>Location of Job:</b>	Harlem, New York
<b>Employer:</b>	Northern Manhattan Perinatal Partnership
<b>Program Name:</b>	Healthy Families Central Harlem
<b>Job Title:</b>	Family Support Specialist
<b>Description of Duties:</b>	<ul style="list-style-type: none"> <li>• Maintain professional relationships with clients and client confidentiality.</li> <li>• Manage a caseload no more than 21 case-weight (or a maximum case-weight of 30).</li> <li>• Assist participants in completing all Healthy Families New York/Central Harlem intake forms.</li> <li>• Conduct initial intake and/or assessment of participants (and, sometimes, participants' families') situations and needs, and/or periodic re-assessments.</li> <li>• Create and maintain participant files.</li> <li>• Conduct street/creative outreach in order to recruit participants.</li> <li>• In collaboration with participants, prepare initial and periodic revisions of service plans, including short-term and long-term participant goals.</li> <li>• Assist participants in attaining their goals by identifying community resources for participants and by making referrals to appropriate services both within and outside of NMPP.</li> <li>• Work with participants to overcome barriers to goal achievement and assist participants in advocating for themselves.</li> <li>• Monitor and document participants' progress toward their goals and track dates achieved (through regularly scheduled telephone contact, face-to-face home and office visits, and home logs/progress notes).</li> </ul>

	<ul style="list-style-type: none"> <li>• Recommend closing of cases in which participants have: (a) achieved primary goals and have maintained stability for a period of months; or, (b) have not demonstrated a willingness to participate in the process (lost-to-service); or, (c) have become ineligible for services (e.g. moved out of target area).</li> <li>• Follow-up with participants and with referral organizations regarding participant contact and progress with referral organization.</li> <li>• Provide all required information for weekly/monthly/quarterly/annual reports.</li> <li>• Work evenings and weekends to accommodate the schedules of participants</li> <li>• May work weekends for special NMPP events</li> <li>• Take new workers on home visits to observe.</li> <li>• Participate in Case Conferences.</li> <li>• May follow-up with participants for a period of time after successful completion of their primary goals to assure participant stability.</li> <li>• Tasks may be modified, expanded and/or assigned over a period of time.</li> </ul>
<b>Hours:</b>	35 Hours a week
<b>Salary:</b>	\$40,008.00
<b>Minimum Requirements:</b>	<p>A High School diploma is required.  An Associate's degree with a minimum of 2 years, experience is preferred.  French Speaking.</p>
<b>Preferred Requirements:</b>	<p>An Associate's degree with a minimum of 2 years, experience is preferred.  Fluent in French, Bambara, Fulani, Wolof or Malinke.</p>
<b>Contact Information:</b>	<p>Lydie Pierre  <a href="mailto:lydie.pierre@nmppcares.org">lydie.pierre@nmppcares.org</a></p> <p>Julianna Staten  <a href="mailto:Julianna.staten@nmppcares.org">Julianna.staten@nmppcares.org</a></p>
<b>Deadline for Resumes:</b>	