



Employment Opportunity

Location of Job:	715 W 179 th St, New York, NY 10033
Employer:	Dominican Women’s Development Center
Program Name:	Healthy Families Washington Heights
Job Title:	Program & Outreach Supervisor
Description of Duties:	<ul style="list-style-type: none"> - Direct supervision of Family Resource Support Specialists (FRSS) by scheduling and directing their tasks. - Provide case management and monitoring of FRSS performance. - Conduct client record reviews and maintain required data collection systems in a timely and accurate manner. - Arrange family and child assessments to be conducted during home visiting. - Assure individual family plans are developed and implemented to meet identified health, mental health, and social service needs of children and families. - Ensure each enrolled family receives the support and services required by Best Performance Standards and provide appropriate follow-up to resolution as needed. - Use data as a tool for program development, evaluation and improvement. - Collaborate with the Program Director to create and deliver bi-weekly team meetings. - Ensure space is equipped and prepared for Yoga class twice a week. - Prepare and conduct monthly Maternal and Infant Health (MIH) workshops. - Develop schedule and content for social media posts with the Program Director. - Assists in interviewing, hiring, evaluating, and training of staff. - Performs other related duties as assigned. - Works collaboratively in a team-based environment.

Hours:	35 hours/week 9am-5pm
Salary:	\$50,000
Minimum Requirements:	<ul style="list-style-type: none"> - Fluent in Spanish and English - Knowledge of infant and child development, parent-child attachment, maternal-infant health and the dynamics of child abuse and neglect. - Master's degree in human services or fields related to working with children and families; or Bachelor's degree with 3 years of relevant experience; or An Associate's degree with a minimum of five years working in Healthy Families New York and prior HFNY Central Administration approval. -
Preferred Requirements:	<ul style="list-style-type: none"> - Infant mental health endorsement level III or IV a plus.
Contact Information:	<ul style="list-style-type: none"> - Email your resume to Vmartinez@dwdc.org with "Program Supervisor" in the subject line. Within your cover letter, please detail your experience working with the mentioned populations, skills and talents in outreach and community engagement, and interest in this position and agency. -
Deadline for Resumes:	April 15 th