



**Job Title: Bilingual Family Support Worker**

Reports To: Family Support Manager

FLSA Status: Exempt

Salary Range: \$38,000 - 43,000

**About the CFNC Team**

Join The Child & Family Network Centers, a team of people who believe early education and family support empowers families and students to be successful in school and in life.

We live by our core values:

- We respect and embrace our individual talents and honor diverse backgrounds
- We are flexible and adaptable
- We never give up
- We strive for excellence!
- We maintain a spirit of gratitude
- We are grounded in love!
- We are a family



**About CFNC**

Access to quality preschool is a predictor of school success. That's why when a group of Alexandria children living in public housing failed kindergarten, their moms rallied by helping form The Child & Family Network Centers (CFNC).

Today, CFNC is an Alexandria-based network of 8 free, high-quality bi-lingual preschools that provide low-income children with the tools they need to succeed in school and in life. CFNC fills a void ensuring that children of the working poor have ongoing access to preschool so that they start elementary school on par with their classmates.

Beyond preschool, CFNC empowers the whole family by providing comprehensive educational and supportive services. It works. CFNC students have developmental gains that are three times the national average and start kindergarten ready to learn.

**Job Summary**

The Family Support Worker for CFNC provides high quality, culturally sensitive casework services to preschool children and their families. Responsible for all phases of case management service provision for a caseload of roughly 50 students/families. This includes a family interview, developmental questionnaire completion, needs assessment and ensuring any follow up referrals or related services are provided. This role also visits the classrooms to maintain contact with students/families for ongoing support and advocacy and participates in parent engagement efforts as well as social-emotional learning support efforts.

**Core responsibilities**

- Ensure the provision of high quality, culturally sensitive, ethical and professional family support services to CFNC preschool children and their families
- Conduct Ages and Stages Questionnaire with students and their families to assess and review child's developmental, and social-emotional needs.
- Work with families to complete their stated goals including regular contacts to support their efforts and ensure follow through.
- Participate weekly in assigned classrooms.
- Refer students to Child Find for evaluation if needed and attend all eligibility and IEP meetings.
- Lead or co-lead Social Skills Group sessions with children.



- Create and maintain accurate and current client records including completed questionnaire, goal plan, progress notes and copies of all reports, letters, referrals, etc. pertaining to the work with the client.
- Maintain client confidentiality.
- Assist or lead additional family education and engagement efforts throughout the year.

#### **Qualifications**

- Bachelor's degree in social work, human services, or related field preferred.

#### **Required Skills**

- Prior experience with case management and/or providing services to similar populations required.
- Experience working with young children and parents preferred.
- Knowledge of MS Office programs such as Microsoft Word, and Excel is required.
- Must have a United States driver's license and transportation to complete site visits.
- Must be able to effectively communicate in Spanish (i.e. speak fluently and write intermediate level English and Spanish).
- Must have a highly supportive style and be a team player.
- Must be able to work flexible hours including evenings as required.
- Must have the ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.
- Must have the ability to work independently and have strong organizational skills.
- Knowledge of MS Office programs such as Microsoft Word, Excel and Publisher is required. Social service data base experience preferred.

#### **Equal Employment Opportunity**

CFNC does not discriminate on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender or gender identity, marital status, religion, disability or protected veterans status. Veterans and people with disabilities are encouraged to apply.

#### **To Apply:**

Please send cover letter and resume to [hr@cfnc-online.org](mailto:hr@cfnc-online.org) – please include job title in the subject line.