



## **Family Strengthening Worker / Preschool Assistant**

### **Position Summary**

The Janet S. Munt Family Room is looking for a dedicated, compassionate and adaptable individual to fill the dual role of Family Strengthening Worker and Preschool Assistant. This full-time position offers a unique opportunity to work closely with children, families, and educators, providing essential support in the classroom, assisting families, and conducting home visits. The ideal candidate will play a key role in fostering the holistic development of children within a play-based learning environment while offering thorough support to families both on-site and through home visits.

This role is perfect for someone who is passionate about early childhood education and family support, values cultural diversity, and has a strong desire to make a positive impact in the community. Multilingual speakers are highly encouraged to apply to ensure effective communication and better serve the diverse families in our community.

### **Responsibilities and Duties**

#### **Preschool classroom Assistance**

- Assist teaching team in implementing age-appropriate lesson plans and educational activities.
- Create and maintain a nurturing, inclusive, and stimulating classroom environment that promotes learning, curiosity, and a sense of belonging.
- Ensure the classroom is clean, safe, and organized, following all health and safety guidelines, and prepare materials and activities to support the curriculum.
- Assist in conducting assessments to track children's progress.
- Communicate effectively with parents regarding children's development and well-being.
- Engage with parents to understand children's backgrounds and preferences.
- Attend workshops, conferences, and training sessions to enhance skills and knowledge.
- Observe and support each child's social-emotional development, encouraging positive interactions, conflict resolution, and the growth of social skills and self-esteem.

#### **Family Support and Home visiting**

- Provide one-on-one and group support for new families and children, including communicating appropriate parental education and child development information.
- Plan, set-up, and implement developmentally appropriate activities for all programs, ensuring that they cater to the needs of both children and families.
- Work collaboratively with staff, community partners, and external agencies to identify and recruit families for outreach programs, including on-site services and home visiting programs.
- Conduct home visits to ensure that families receive the services they need in their own home or community setting, while maintaining complete record-keeping, communication, case notes, data collection, and other participant documentation.
- Gather information from conversations and strengths to create goals for home visits with home-visiting families.

- Maintain professional boundaries and confidentiality, seeking guidance from supervisors and team members when necessary.
- Assist families with navigating systems and overcoming barriers by connecting them to appropriate community-based services and resources.
- Utilize interpreters when needed to assist families in communication.
- Stay informed about community support resources, such as social service agencies, child care resources, adult education programs, housing authorities, and public libraries.
- Provide emotional support and use active listening skills during visits, offering concrete support to families as needed.
- Perform other duties as necessary to support the organization's programs.

### **Qualifications and Skills**

- High school diploma or GED plus two or more years of experience; a college degree desirable, or a combination of education and experience from which comparable knowledge and skills are acquired
- Must have 2 years of experience working with children and families
- Ability to converse clearly and comfortably, and to use tact, discretion and sensitivity with The Family Room parents and children
- CPR and First Aid certification or willingness to obtain
- Knowledge and understanding of child development.
- Knowledge about community resources available to families.
- Understanding of respect for cultural diversity and the right of families to make their own decisions.
- Ability to work independently and collaborate with other program staff to work as part of a team.
- Flexibility and the ability to handle change in a positive manner.
- Multilingual skills preferred.
- Must successfully complete a background check.
- Ability to travel to various locations.
- Valid driver's license with reliable transportation and up-to-date auto insurance coverage.

### **Compensation & Benefits**

- **Position:** Full-time (37.5 hours per week)
- **Hourly Rate:** \$21.00
- **Benefits Package Includes:** health, dental and vision insurance, retirement plan, short-term disability plan, combined time off and paid holidays.

### **How to apply**

Please send a detailed, personalized cover letter and resume to our Executive Director, Josh Miller, at [careers@thefamilyroomvt.org](mailto:careers@thefamilyroomvt.org).

### **Equal Opportunity Employer Statement**

*The Janet S. Munt Family Room values all members of our community. We seek to create an environment that respects and honors the diversity of individuals and their unique contributions to our mission. Many of our programs serve diverse children and families. The Family Room is dedicated to supporting the effective resolution of diversity, equity, and inclusion concerns. We have a Diversity, Equity and Inclusion (DEI) committee. Our DEI community recently held a workshop to build inclusive practices for our staff, and we continue to explore ways to make The Family Room more inclusive.*

## **Working Conditions**

- Travel required
- May work during non-business hours
- May experience:
  - Hostile and emotionally upset clients, family members, visitors, and staff
  - Stress due to demanding profession
  - Exposure to blood-borne pathogens
  - A variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client-based activities and preferences

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand or walk for prolonged periods of time
- Regularly required to talk and hear
- Regularly required to visually observe objects up close and at a distance
- Regularly requires hands to handle or feel and finger dexterity
- Occasionally required to reach or bend
- Infrequent light physical effort is required

## **Mental Demands**

The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use written and oral communication skills; read and interpret information and documents; analyze and problem-solve; learn and apply new information or skills; perform work on multiple, concurrent tasks with constant interruptions
- Regularly requires demonstrated poise, tact and diplomacy when interacting with those encountered in the course of work, some of whom may be upset