

Northern Manhattan Perinatal Partnership  
**Healthy Families Central Harlem**

**Position/Title:** Family Resource/Support Specialist  
**Reports To:** Program Manager/ Program Supervisor  
**Program:** Healthy Families Central Harlem  
**Location:** 127 West 127<sup>th</sup> Street Room 107, New York, NY 10027  
**Status:** Full Time, 35 hours per week  
**Salary:** \$42,244

Northern Manhattan Perinatal Partnership (NMPP) a maternal and child health agency located in Central Harlem seeks a **Family Resource/Support Specialist (FRS/FSS)** for its Healthy Families Program. The goal of NMPP is to assist women of child bearing age to have healthy birth outcomes and to assist families with challenging issues.

The goal of the Healthy Families Program is to prevent child abuse and neglect through the promotion of child health and development, positive parent-child interaction and family self-sufficiency. Intensive home visiting services are provided to families that are pregnant or have a baby under three months.

**Job Summary:**

The Home Visitor performs the roles of **Family Resource/Support Specialist**. The Home Visitor is responsible for initiating and maintaining regular and long-term (up to three or five years) contact with and support to families. This activity will occur primarily within the family's home, with each visit lasting for approximately one hour. The interventions should be family-centered, strength-based, and directed at establishing a trusting relationship; strengthening the parent-child relationship; promoting healthy childhood growth and development; and enhancing family well-being by reducing risk and building protective factors. The Home Visitor partners with families and respects diverse family structures and parenting practices.

**Job Responsibilities:**

- Follow HFA Best Practice Standards, Healthy Families New York, Healthy Families Central Harlem, NMPP policies, and Ethical Standards for Human Services Professionals.
- Meet with caregivers prenatally or post-birth up to age five, establishing trust and maintaining regular home visits.
- Maintain a caseload of 15-25 families, maintaining a case weight of 24-30 points per funder and model requirements.
- Conduct intake and periodic assessments using tools such as HFA FROG Scale, PHQ-2/9, ASQ-3, ASQ:SE-2, and CHEERS Check-In.
- Engage families using strength-based approach and evidence-based curriculum, parent lead-child activities, and promote healthy development and family well-being.
- Promote family health and safety by providing education around safe sleep, health hazards, lead, immunizations and well-baby visits.
- Collaborate with participants to develop and revise Family Goal Plans, setting short and long-term goals, overcoming barriers, advocating for themselves, and accessing community resources and other support services.
- Implement activities outlined on the Family Service Plan to address areas of concern.
- Liaise with referral organizations and track participant engagement.
- Conduct recruitment efforts, including street outreach, organize and coordinate parenting workshops, community gatherings, and family and community engagement events.
- Work in a team-based setting, participate in team meetings, case conferences, and help onboard new staff.
- Attend weekly one to one supervision.
- Create and maintain accurate and timely case records, track progress, and document barriers to participation in written and electronic forms using the Management Information System (MIS).
- Submit all required reports (weekly, monthly, quarterly, and annual).
- Monitor participant progress and recommend case closures based on goal achievement, non-participation, or ineligibility.
- Follow up with participant's post-program completion to ensure stability.
- In collaboration with a direct supervisor, develop and implement an initial Professional Development Plan at the time of hire when preferred criteria are not met.
- Complete all required orientation, role-specific core, wrap-around, curriculum, and screening tool training.
- Complete annual training related to child abuse and neglect and diversity, equity, inclusion, and belonging.
- Participate in ongoing professional development and training of at least 15 hours per year after the first year of hire to meet each staff person's unique needs and to remain up to date with recent advances in the field, as well as changes to the program and agency.
- Accommodate families' schedules with evening/weekend work and support special NMPP events as needed.
- Provide case coverage when other staff may be incapacitated, on leave or during vacancies.
- Perform additional tasks aligned with the program's mission and goals.

Northern Manhattan Perinatal Partnership  
**Healthy Families Central Harlem**

Note: Tasks may be modified, expanded, or assigned as needed.

**Qualifications:**

- Fluency in French is required; proficiency in both French and Bambara is preferred.
- An ability to establish trusting relationships.
- Acceptance of individual differences.
- Willingness to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.).
- Strong and positive communication skills to effectively perform the position.
- Ability to work independently and in a team setting, with the ability to manage multiple priorities.
- Functional knowledge of operating a computer, smartphone, and other technology, including using Microsoft 365, Adobe PDF, and Google Chrome or Microsoft Edge.
- Must be able to use public transportation, including buses and trains in the area, with the assistance of the MTA App to meet travel requirements associated with this position (e.g., home visits, family events, outreach, training, meetings, etc.).
- Perform work in NMPP's office, in the homes of program participants, and at various indoor and outdoor locations throughout the service area and beyond, as required by the agency and program.
- May be required to climb stairs when conducting program activities at locations without an elevator.
- Regularly lift, carry, pull, or transport materials weighing up to approximately 25 pounds.
- Ability to work during standard office hours (Monday – Friday; 9:00 am – 5:00 pm), with flexibility to work evenings or weekends to occasionally accommodate family visits, program activities, or training.

**Education:**

- Bachelor's degree in human services or a related field working with children and families, or equivalent—such as an associate degree and at least two years of comparable experience, or a high school diploma/GED with at least five years of comparable experience.

*Note that all applicants will be subject to a criminal background check, and reference checks to verify education requirements as well as verification of employment history.*

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off

Typical start time: 9AM

Typical end time: 5PM

**To apply:**

Email your resume and cover letter to [Michelle.arthur@nmppcares.org](mailto:Michelle.arthur@nmppcares.org) with “Family Resource/Support Specialist position” in the subject line. Within your email please detail your experience working with the mentioned populations, skills and talents in outreach and community engagement, and interest in this position and agency.