CHICAGO COMMONS HISTORY:
Founded in 1894, Chicago Commons was one of Chicago’s original settlement houses serving immigrants on Chicago’s northwest side. Today, Chicago Commons is a nonprofit organization whose mission is to partner with individuals, families and communities to overcome poverty, discrimination and isolation. To fulfill that mission, Chicago Commons provides high-quality early childhood education, family-centered adult education, and senior services to more than 3,000 individuals annually.

Chicago Commons’ Early Childhood Education Programs are Reggio inspired programs that utilize a problem-solving approach to learning, providing unique engaging environments, including extensive art studios and outdoor play through nature-based playgrounds. The Early Childhood Programs serve as the backbone of many at-risk Chicago communities, including West Humboldt Park, Pilsen, Bronzeville, and New City/Back of the Yards. These neighborhoods are impacted by high rates of poverty and limited educational and economic resources. Chicago Commons seeks to help families obtain the skills, resources and education needed to break the cycle of poverty.

OVERVIEW:
The person in this role will be a family worker in the school, and will have responsibilities including but not limited to supervising family workers at their assigned school, in addition to the Family Engagement portion of the Head Start Standards at the school level including (but not limited to) parent partnerships, community partnerships, and the creation and follow-up of family goals. The Family Worker Supervisor will be responsible for the coordination of parent involvement meetings and trainings, assisting with recruitment, as well as working closely with the staff of the Family Hub to bring parents/guardians into our schools and increase their involvement. Additionally, the Family Worker Supervisor will be responsible for meeting the needs of all diverse learners. The Family Worker Supervisor will also be responsible for providing direct and indirect supportive services in the area of medical health, dental health, and social services.

ESSENTIAL DUTIES & RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:

- Lead by example in implementing policy and procedures for parents, teachers and family workers.
- Build professionalism within the Family Worker roles through the practice of coaching.
- Regularly monitor Family Workers to maintain compliance with family goals, family partnership agreements, diverse learners and parent engagement activities.
- Work with families in completing “Family Assessments” and in setting realistic goals. Monitors these goals on an on-going basis through personal contact (no less than three times per year).
- Meet regularly with Center Directors to collaborate between center needs and family worker resources including coverage and school events.
- Provides reflective supervision twice a month to family workers who are direct reports.
- Create and maintains recruitment schedule for family workers.
- Attends community events to create community partnerships beneficial for our parents.
- Contribute to teams including: Center Leadership Teams, Family Worker Teams and larger teams that span across Chicago Commons.
- Responsible for training new family worker team members.
- Participate in the recruitment and selection of staff when necessary.
- Develop relationships with referral organizations.
- Provides ongoing professional development for family workers and focus on best practices of center family workers.
- Serve as a liaison between the Family Workers, Family Worker Coordinator and Center Director, in addition to assisting Center Director with the recruitment of children and families (including 10% of children identified as diverse learners).
- Be responsible for Center Family Engagement Activities Calendar.
- Be responsible for Diverse Learner Tracking and oversee the efforts for serving families of children considered diverse learners – including, but not limited to, referrals, observations, required documentation, and interdisciplinary team meetings.
- Serve as a liaison between the Center and the Family Hub, and assist in planning, participation, assessment of all family engagement and Family Hub activities.
- Responsible for scheduling family workers as well as time sheet approvals.
- Must work cooperatively with the Early Learning Leadership Team
- Oversee coordinating and documenting center family engagement activities.
- Oversees referrals of families to agencies in order to complete all necessary health screenings.
- Work with the Family worker team to facilitate intake and registration as needed.
- Participate in and track all student transitions.
- Enter all case notes into computer database weekly.
- Maintain and develop community agreements.
- Participate in home visits and parent/teacher conferences.
- Follow up (as needed) with Program Information Report monitoring.
- Provides necessary referrals and resources to families based on individual needs, and support to families in need or in crisis using any available resources.
- Other duties as assigned.

*Chicago Commons reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.*

**QUALIFICATIONS:**
The items listed below are representative of the required knowledge, skill, and/or ability.

**Education:**
- MSW, or MA in a related field preferred
- BSW, or BA/BS in related field preferred
**Required Skills & Characteristics:**
- Must possess a valid driver’s license to be able to drive to various locations around Chicago
- Must have excellent communication and customer service skills
- Must be able to work with a diverse clientele
- Must be able to maintain confidentiality
- Must be able to share ideas and information effectively
- Must have the ability to work under stress in a fast paced environment
- Must be a flexible team player able to adapt to any situations
- Must be able to serve as an advocate for children and families
- Ability to communicate in English in writing, in person, or over the telephone
- Ability to communicate in Spanish is a plus
- Ability to use word processing software
- Some evening and weekend work required

**Technical Skills:**
- Must be able to read, produce and transmit data on a word-processing system

**PHYSICAL REQUIREMENTS:**
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.

**Physical:** The employee frequently is required to stand, walk, reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

Chicago Commons is an equal opportunity employer. We consider all applicants for employment without regard to race, religion, color, age, sex, national origin, citizenship, ancestry, marital or parental status, sexual orientation including gender identity, gender expression, military discharge status, physical or mental disability, or any other status or characteristic protected by law. In addition, Chicago Commons provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws (including during the application or hiring process).