



# WE'RE HIRING! Family Worker

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Please submit cover letter and resume to [jrao@millhillcenter.org](mailto:jrao@millhillcenter.org)

## Description

Millhill Child and Family Development is a 501(c)(3) non-profit organization dedicated to helping families in Greater Trenton through educational, counseling, family support, and youth engagement programs and community collaborations for over 50 years.

Millhill's preschool offers high quality, child-centered early education, accredited by the National Association for the Education of Young Children (NAEYC), with a 4-Star Rating from Grow NJ. In addition, our classrooms use The Creative Curriculum, a research-based curriculum approved by the State of NJ's Division of Early Childhood Education. Millhill's preschool is free to ensure high quality early childhood education is accessible to all children in Trenton, irrespective of their socio-economic conditions.

## Position Summary

We are looking for a responsible, self-driven, and goal-oriented Family Worker as part of our growing team. The ideal candidate will be highly motivated with strong organizational skills, and an expert multi-tasker. Candidate will have exceptional interpersonal and communication skills, demonstrated ability to establish and maintain positive working relationships with students, parents, staff, and the public. The ideal candidate will be collaborative, creative thinker, solutions-oriented, and problem solver, and customer service-minded. Occasional evenings or weekends could be required.

## Essential Responsibilities

- Under the general direction and supervision of the Director of Operations, serve as a point of contact with families in the program
- Initiate, and conduct outreach, stakeholder and community engagement activities to achieve enrollment goals
- Attend school district meetings
- Communicate with parents regularly through emails, phone calls, and memos, as well as engage parents in any events or issues occurring in the program.
- Maintain intake process, review eligibility, and assists families with completion of enrollment process; prepare and maintain required presentations, reports, and records, as directed
- Assist in marketing to ensure that all advertising, social media, public relation pieces, etc., are accurate and of the highest quality.
- Complete and maintain the USDA (lunch) Applications
- Input student information in Outcome Tracker/ Prepare classroom information reports
- Conduct Home Visit process to build rapport with families
- Preparation of Parent Orientation, Welcome Back events and other parent engagement events
- Cooperate with other staff in planning and conducting special events and projects.
- These duties are not inclusive. Other duties assigned as necessary to facilitate smooth functions of the agency.

## Benefits

- Holiday pay, including a week-long paid Spring and Winter Holiday ; Paid time off; Tuition Reimbursement

- Medical, dental, vision and life insurance benefits; 403B plan with employer match

## Requirements

- One to three years relevant experience. Bilingual in Spanish a plus.
- Demonstrated success in engaging families
- Self-starter; Can-do attitude, ability to navigate barriers
- Strong interpersonal skills and ability to communicate with all levels including staff, parents and children; outstanding communications skills, both written and verbal.
- Ability to problem solve and take initiative that adhere to the purpose, mission and goals of Millhill
- Strong computer skills, software proficiency with all Microsoft applications.
- Valid driver's license and reliable vehicle for transportation.

## Skills and Attributes

- Candidate should demonstrate Millhill's vision of building a thriving community where everyone has access limitless possibilities
- Candidate should demonstrate Millhill's core values of teamwork, adaptability and flexibility, dignity and respect, diversity and inclusion, professional excellence, ethics and trust.
- Self-motivated, strong organizational skills, ability to multitask, prioritize, detail oriented, and flexible
- Ability to take direction, but also work independently, team player, resourceful and creative thinker

## Salary commensurate with experience.

Millhill Child and Family Development is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.