

**Job Description  
Family Enrichment Programs**



**Position:** Family Enrichment Programs Supervisor  
**Supervisor:** Family Enrichment Programs Director

**Overview:** The Ingersoll Family Enrichment Programs offer an array of supportive services to families with young children living in Ingersoll, Whitman and Atlantic Terminal Houses, and the surrounding community in Fort Greene, Brooklyn. Services include The Parent-Child Home Program, a parent support, attachment-enhancing, and early literacy program serving families with 2-4 year olds, and innovative and holistic approaches to well-being and community building, including Play With Me!, dyadic parent-child play and music groups, yoga, infant massage, music, nutrition, and other family group activities. Our emphasis is on supporting parents in their role as their child's first and most important teachers and role models, partnering with families in playful activities that will improve child development outcomes and school readiness while enhancing parental well-being, and building a mutually supportive community of parents in the neighborhood. The Family Enrichment Supervisor is responsible for supervising the Family Enrichment Assistants and providing direct service to families. Preference will be given to residents of Ingersoll, Whitman and/or Atlantic Terminal Houses.

**Responsibilities:**

- Oversee day to day operation of The Parent-Child Home Program, serving NYCHA residents in Fort Greene, in accordance with the PCHP national model
- Provide weekly reflective supervision to Family Enrichment Assistants and interns
- Facilitate or co-facilitate weekly staff meetings and/or group supervision
- In conjunction with Director, plan and implement annual and ongoing training for FEP direct service staff in accordance with the PCHP National Center requirements and program goals
- In collaboration with key staff, conduct program outreach in the community
- Conduct initial home visit and intake with all potential Parent-Child Home Program families
- Co-facilitate at least one ongoing parent or parent-child group.
- Develop and implement Play With Me! group activities for parents and their children under 5
- Liaise with outside contractors providing services under the auspices of Family Enrichment Services
- Deliver PCHP to 1-3 families with more complicated or greater needs
- Develop, revise, and maintain curriculum guide sheets
- Visit participating PCHP families at least twice per year
- Contribute to the planning of major program outreach and support events, including baby showers, parties, trips, etc.
- Assist program families, at their request, with accessing community resources and/or understanding and accessing Early Intervention/CPSE
- Assist in selecting, ordering, and maintaining books and toys to be used by the program
- Collect data as required by the PCHP National Center, funding sources, and University Settlement
- Participate in ongoing QA/QI activities.
- Other duties as assigned by Program Director

**Qualifications:**

- MSW, Ms.Ed, or related Master's degree required, or equivalent education and experience; qualified to supervise student interns a plus
- At least 3 years experience with young children and their families in under-resourced communities required
- Commitment to community and strengths-based work, and to ongoing professional development
- Sensitivity to the needs of culturally diverse communities and families
- Capacity to foster a supportive environment for families and staff, and function effectively during stressful situations
- Ability to work independently and responsibly
- Capacity to function as a member of an interdisciplinary team
- Must be willing to travel within the city via public transportation, and to conduct home visits

**Hours:** 35 hours per week, with some evenings required

**Salary:** Lo-mid 40's, commensurate with education and experience, plus benefits package

**Contact:** Please email or send cover letter and resume to:

Emily Mann, Director  
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(No telephone inquiries please)