

Healthy Families New York Staffing Requirements

- **Program Manager** (master's degree in social work or health recommended)
Directs, develops and guides the project in achieving its objectives with experience in:
 - Administering human service programs.
 - Managing, supporting and motivating staff.
 - Knowledge in maternal infant health concepts and child abuse and neglect.
 - Providing services to culturally diverse communities and families.

- **Program Supervisor**
Provides direct supervision of Family Support Workers and/or Family Assessment Workers (FAWs)
 - Schedules and directs work.
 - Assists in interviewing, hiring, evaluating, and training.
 - Provides supervision, quality services and monitors performance.
 - Acquires necessary materials for staff.
 - Conducts or arranges for family and child assessments conducted during home visits.
 - Conducts participant record reviews.
 - Oversees quality of data management system.
 - Provides documentation on services needed and provided to families.

- **Family Assessment Worker (FAW)**
Under the supervision of the program manager or program supervisor:
 - Reviews hospital or clinic records.
 - Completes participant record screens.
 - Conducts *Kempe Family Stress Checklist* assessment.
 - Provides information and referral services.
 - Outreaches to hard to reach communities and families.
 - Interfaces with other agencies.

- **Data Manager**
 - Enters data into the Management Information System.

- **Child Development Specialist** (staff or consultant)
 - Reviews child's development assessment tool, *The Ages and Stages Questionnaire*.
 - Offers training and consultation for program staff.

- **Family Support Worker (FSW)** Under the direct supervision of the Program manager or supervisor
 - Responsible for initiating and maintain regular contact with families in their home
 - Establishing a trusting relationship with families
 - Providing prenatal and other health and child development education
 - Assisting to strengthen parent-child relationships
 - Assisting parents to improve their skills to optimize the home environment for the child's well-being and safety
 - Assisting in making and attending health and human service appointments
 - Collecting data related to each of these activities