



## **Family Preservation Center - Family Care Worker**

**Location:**

Ewing, NJ

**Position Type/Classification:**

Part-Time/Hourly

Every other weekend 5pm-1am

**Reporting to:**

Director of Shelter Services

**Compensation:**

\$22/hour

### **Organizational Overview**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective:**

Family Care Workers at HomeFront have the unique opportunity to make a visible and lasting difference in the lives of families at a critical point in their lives. These caring and dedicated staff members personally interact on a daily basis with adults and children, each with their own story, and will join a unique team of experienced and dedicated men and women at a renowned and nationally known social service agency – truly a one of a kind professional experience.

Family Care Workers assist guests with day-to-day needs, helps coordinate activities and generally manages the health and safety of our new Family Preservation Center. Some tasks are routine, some are interesting and challenging, while others will touch your heart.

### **Essential Job Functions/Responsibilities**

- Conduct initial intake of new residents
- Deliver Trauma Informed Approach
- Transport new residents to facility
- Support families with daily living needs
- Provide guests with a tour of the HomeFront Family Campus
- Maintain client confidentiality
- Ensure the safety and wellbeing of guests
- Collect and monitor medications
- Assist with move-ins/move outs
- Monitor mealtimes and assist with clean-up and food storage
- Ensure families are following house rules
- Set-up dinner daily

- Conduct daily food count census for each child
- Monitor use of laundry room
- Conduct room inspections
- Drop off and Pick up prescriptions for guests
- Set up meal in absence of Food Service staff
- Remove/transfer of guest clothing in laundry facilities as needed
- Assist guests with retrieving personal items from burner room within 24 hrs.
- Conduct transportation as needed or assigned
- Monitor Teaching Kitchen during special events
- Provide transportation to grocery store in preparation for special events
- Assist with Fire Drills, ensuring all guests are accounted for
- Attend all Staff meetings
- Support Family Advocates
- Complete assigned training within expected timeframe

### **Required Experience and Education**

- Associate's Degree or High School Diploma with 3 years of Human Services experience
- Valid Driver's License with Clean Driving Record
- Understanding of Homelessness and Poverty
- Experience using a Trauma Informed Approach during Crisis Intervention

### **Preferred Experience and Education**

- Microsoft Office Application proficiency
- Bilingual Spanish/English communication proficiency

### **Physical Demands**

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Job operates in a residential facility which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible

### **Remote Work Eligibility**

- This role is considered on-site essential and is not eligible for remote work

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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