



# NOW HIRING

## **FAMILY SUPPORT WORKER**

- Complete intakes, maintain electronic database and UPK registration if necessary
- Provide Behavioral Screening within the first 45 days
- Enter, track and follow up on all medical screenings including dental, hearing and vision.

## **ACCOUNTING CLERK**

- Process invoices, contacting vendors for statements, reconciliation of open invoices and processing checks
- Prepare expense vouchers for government contracts
- Input transactions into the general ledger including deposits, EFT wire transfers and payments, credit card expenses

## **INFANT EDUCATOR**

- Run socialization infant/toddler/parent groups.
- Recruit families and maintain up to date wait list
- Conduct home visits as needed and assigned by supervisor.
- Utilize Parent as Teachers (PAT) and Bright Beginning with families

## **DIRECT SUPPORT PROFESSIONAL**

- Create and lead simple adapted physical education, arts and crafts, STEM, reading, nutrition program, and other recreational activities.
- Work together with other DSPs to provide constant positive and active engagement with participants

If you have questions about applying for a position at Kingsbridge Heights Community Center, email [hr-recruiter@khcc-nyc.org](mailto:hr-recruiter@khcc-nyc.org)



**[WWW.KHCC-NYC.ORG](http://WWW.KHCC-NYC.ORG)**