

**TITLE:** Family Interviewer – Part-time  
**DEPARTMENT:** Center for Excellence  
**REPORTS TO:** Associate Director, Center for Excellence

**DESCRIPTION:** BBBS of NYC seeks a part-time Family Interviewer, who will assist with the client and family screening process. The individual will conduct family interviews and complete clinical assessments to assess client and family appropriateness for program. Must be flexible to work evenings and two Saturdays per month. Candidates that are Bilingual English/Spanish are a plus.

**QUALIFICATIONS:**

Education: Master's Degree in Psychology, Human Services or MSW Preferred  
Experience: Minimum of 2 year's experience conducting interviews and performing clinical assessments  
Skills: Strong clinical interviewing, assessment writing and computer skills  
Language: Bilingual Spanish/English is a plus

**RESPONSIBILITIES:**

- Conduct thorough interviews of applicants
- Write clinical assessments and review for recommendation
- Defer to BBBS of NYC Case Management Manual for client and family eligibility criteria for recommendation
- Provide BBBS of NYC program-related information
- Follow BBBS of NYC child safety guidelines and make required reports as needed
- Be available to supervisor via email and phone for follow up questions as needed
- Attend quarterly interviewer meetings

**HOW TO APPLY:**

Please submit your resume and cover letter to [bbbsresume@bigsnyc.org](mailto:bbbsresume@bigsnyc.org) . In the subject line please put " Family Interviewer-Part-time". Resumes without cover letters will **NOT** be reviewed.

*Big Brothers Big Sisters of NYC is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities. EO/AA Employer. No phone calls please.*