



Job Description
Families Thriving

Position: Supervisor

Supervisor: Director of Families Thriving

Overview: University Settlement is one of New York City's most dynamic social justice institutions, with an impressive legacy as the first settlement house in the nation. For 130 years, University Settlement has been an anchor in the low-income and immigrant communities where we work, offering pioneering programs in early childhood care and education, youth development, eviction prevention, literacy, theater and visual arts, senior services, and mental health. Each year, we engage over 40,000 New Yorkers through our network of 32 sites in Manhattan and Brooklyn. Our mission is to empower residents by building on their strengths through comprehensive, quality services that meet the current needs of the community; innovation that anticipates future needs; and advocacy to improve the community as a whole.

University Settlement's Families Thriving Community Based Children and Family Treatment and Support Services provides flexible, trauma-informed and culturally competent services to children and families where they need them. Through a continuum of supports and services The Settlement works individually with children and families to develop plans that build on their strengths, supports independence and ensures that children function optimally in their homes, their schools and in the community. Community Based Child and Family Services provide psychoeducation, mental health counseling and support, skill building and coping strategies that enables children to gain mastery over challenges and flourish developmentally.

Responsibilities:

- Assist Director with program design, management and implementation of new Medicaid services
- Serve as primary point person for all referrals and ensure efficiency and accessibility from referral to enrollment processes
- Recruit, hire and assign per diem staff according to staffing needs
- Provide task supervision to staff and interns
- Provide Other Licensed Professional (OLP) and other services in the home/community as needed
- Conduct intensive outreach to community partners and families
- Assess family strengths and needs to develop individualized service plans and facilitate service delivery
- Become fully knowledgeable of the mental health resources in Lower Manhattan and Brooklyn
- Coordinate treatment plans and program implementation with service providers and community partners
- Oversee complete case management records, data collection and documentation in the program's Electronic Health Record system(s) according to Medicaid requirements
- Become trained and well-versed in Salesforce and TREAT systems
- Become trained in and execute evidence-based models where required
- Other duties as assigned by the Program Director.

Qualifications:

- Masters degree in Social Work, Mental Health Counseling or related field
- LMSW or LMHC preferred
- Two to Three years experience in the field

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- At least one year of supervisory and/or management experience
- Entrepreneurial spirit and business savvy with an interest in program design and implementation
- Firm understanding of racial inequity, strength-based work, child and youth development, attachment, trauma, and family dynamics
- Demonstrated ability to work with and engage hard-to-reach populations as well as families and youth impacted by trauma, poverty, complex stressors, violence, mental health, etc.
- Experience providing community and home-based services from a culturally competent and trauma-informed approach
- Ability to navigate and support families effectively through crisis
- Excellent verbal, written and technology skills required
- Ability to be a proactive and creative team player is a must
- Strong organization and time management skills is a must
- Proven track record of effectively working autonomously is a must
- Comfortable traveling to and working in families' homes and communities
- SIFI a plus
- Bilingual skills in English/Spanish, English/Cantonese or English/Mandarin a plus

Hours: 35 hours a week; Flexible hours including early evening hours

Salary: Commensurate with experience, with a generous benefits package

Contact: Please submit cover letter and resume to the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=58d89d45-d738-4f13-8f37-225a6f910cff&jobId=237979&lang=en_US&source=CC3&cclId=19000101_000001