



Posting Date:	12/21/18	Closing Date:	1/17/19
Practice:	Civil	Department/Unit:	Admin
Main Location:	199 Water Street	Assigned location:	
Job Title:	Director of Social Work	Job Reference Code:	18-338
Reports to:	Adriene Holder, Civil Practice Attorney-in-Charge		
Type: (check one)	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk (PT only)
Status: (check one)	<input type="checkbox"/> ALAA	<input type="checkbox"/> 1199	<input checked="" type="checkbox"/> Non-Union

### MAJOR PURPOSE OF POSITION

The Legal Aid Society's Civil Practice is seeking a Director of Social Work. The Director will be responsible for the overall coordination, administration and management of the social work program in all areas of the Civil Practice. These practice areas include, but are not limited to, Immigration, Education Law, Housing Unit and Elder Law Unit. The Director will take the lead in designing protocols and conducting trainings for all staff related to working with vulnerable and challenging clients in crisis. Additionally, the Director will collaborate with the Director of Training to focus on the development of multidisciplinary trainings for legal and non-legal staff. The Director of Social Work will also develop new protocols and strategies to respond to changing needs including the expansion of field placements for social work students throughout the Civil Practice.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Supervise and manage Civil Practice social work supervisory staff and social work staff
- Create and support new approaches to meeting staff and client needs
- Oversee the hiring of new social work staff in the Civil Practice
- Monitor social work practice and caseloads
- Develop policies and protocols for working with vulnerable and challenging clients in crisis
- Partner with Director of Training to develop trainings that address staff and client needs
- Train social work staff in the Civil Practice
- Recruit and coordinate social work interns from local schools of social work
- Collect and report statistical data and grant and contract reporting with respect to social work services in the Civil Practice
- Foster the professional growth and development of social work staff in the Civil Practice
- Provide emergency office and case coverage
- Initiate and coordinate special projects
- Participate in practice-wide supervisory and management meetings
- Represent the Civil Practice at external meetings and conferences

### SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

### TRAINING AND QUALIFICATIONS

- MSW degree and NYS Licensure in Social Work (LMSW) and Seminar in Field Instruction (SIFI) certification
- Seven years' related experience supervising social work and other professional staff located in multiple sites
- Knowledge of legal and housing court systems
- Experience delivering training to various professional groups
- Knowledge of issues related to immigrant populations
- Substantive experience working with vulnerable clients
- Excellent oral and written communication skills

- Demonstrated commitment to interdisciplinary practice and decision-making
- Demonstrated skills in advocacy, mediation, and interviewing
- Supervisory experience (may include supervision of staff, volunteers, or students)
- Ability to work in a team setting
- Excellent interpersonal and advocacy skills
- Prior work experience with the Legal Aid Society preferred

#### **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

#### **HOW TO APPLY**

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# THE LEGAL AID SOCIETY

Posting Date:	12/13/18	Closing Date:	1/9/19
Practice:	Civil	Department/Unit:	Immigration Law Unit
Main Location:	199 Water Street	Assigned location:	
Job Title:	Assistant Social Work Supervisor	Job Reference Code:	18-328
Reports to:	Hasan Shafiqullah, Immigration Law Unit (ILU) Attorney-in-Charge, Jennifer Williams, ILU Deputy AIC, and Regina Schaefer, Director of Social Work for the Criminal and Civil Practices		
Type: (check one)	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hrs/wk (PT only)
Status: (check one)	<input type="checkbox"/> ALAA	<input type="checkbox"/> 1199	<input checked="" type="checkbox"/> Non-Union

## MAJOR PURPOSE OF POSITION

The Legal Aid Society's Civil Practice Immigration Law Unit seeks a full-time Assistant Social Work Supervisor to join the Unit's Immigrant Opportunity Initiatives (IOI) Program. The IOI program provides low-income New Yorkers with free comprehensive immigration services ranging from removal defense to asylum to affirmative applications before the U.S. Citizenship and Immigration Services (USCIS). The Assistant Social Work Supervisor will assist the Social Work Supervisor in the management of the social work practice in the Water Street office. The Assistant Social Work Supervisor will have an active role in evaluating current social work practice and developing new protocols and strategies to respond to changing needs and will maintain a reasonable caseload. Applicants should have a demonstrated commitment to interdisciplinary practice and decision-making and prior supervisory responsibility.

The Immigration Law Unit is a recognized leader in the delivery of high quality legal services to immigrants in New York City and surrounding counties. The Unit provides low-income New Yorkers with free comprehensive immigration services and representation ranging from deportation defense before immigration judges in removal proceedings and before the Board of Immigration Appeals (BIA), affirmative benefit applications before the USCIS, administrative appeals, and in federal courts on Habeas Corpus Petitions, other constitutional claims, and Petitions for Review. The Unit specializes in many areas of immigration law, including the intersection between immigration and criminal laws, and works collaboratively with all practice areas to serve the Society's diverse immigrant clients through a comprehensive service model.

## ESSENTIAL DUTIES/RESPONSIBILITIES

- Provide individual social work supervision to assigned staff
- Create and support new approaches to meeting staff and client needs
- Monitor social work practice and caseloads
- Participate in decisions regarding allocation of social work resources
- Ensure accountability and maintenance of practice standards
- Identify and create opportunities for staff development
- Provide emergency office and case coverage
- Initiate and coordinate special projects
- Provide in-service training and case consultation
- Conduct case reviews and performance evaluations
- Participate in staffing and personnel decisions
- Maintain a reasonable caseload
- Help develop and implement procedures and policies
- Participate in supervisory and management meetings
- Represent the Practice at external meetings and conferences

- Participate in and provide support for data collection, periodic pilot projects and new initiatives

#### **SECONDARY DUTIES/RESPONSIBILITIES**

- Other duties as assigned

#### **TRAINING AND QUALIFICATIONS**

- MSW degree
- New York State License in Social Work (LMSW or LCSW)
- Three years of related experience
- Knowledge of criminal and immigration law, as well as mental health and substance use delivery systems, preferred
- Demonstrated skills in advocacy, mediation and interviewing
- Supervisory experience (may include supervision of staff, volunteers or students)
- Ability to work in a team setting
- Excellent verbal, written, interpersonal and advocacy skills
- Spanish proficiency is preferred, but not required

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Posting Date:	12/13/18	Closing Date:	1/9/19
Practice:	Civil	Department/Unit:	Immigration Law Unit
Main Location:	199 Water Street	Assigned location:	
Job Title:	Forensic Social Worker	Job Reference Code:	18-327
Reports to:	ILU Assistant Social Work Supervisor		
Type: (check one)	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hrs/wk (PT only)
Status: (check one)	<input type="checkbox"/> ALAA	<input checked="" type="checkbox"/> 1199	<input type="checkbox"/> Non-Union

### MAJOR PURPOSE OF POSITION

The Legal Aid Society's Civil Practice Immigration Law Unit is seeking a Forensic Social Worker (MSW) with a deep commitment to public interest to join the Unit's Immigrant Opportunity Initiatives (IOI) Program. The Forensic Social Worker will provide social work services primarily to undocumented New York City youth and unaccompanied immigrant children with cases venued at the New York Immigration Court, before the United States Citizenship and Immigration Services (USCIS) and before Family Courts in New York City and surrounding counties, youth and children in the custody of the U.S. Office of Refugee Resettlement (ORR) or otherwise affected by the Trump administration's policy of family separation, as well as adults and families in the broader immigration law practice. The Forensic Social Worker will be part of an inter-disciplinary legal team that includes attorneys and a paralegal, working closely to address the needs of unaccompanied minor children, adults with children, and other clients to secure the best case outcomes. The Forensic Social Worker will also work collaboratively with existing experienced staff in the Unit's Immigrant Youth Representation Project and Juvenile Rights Project staff and will advocate with the New York Administration for Children's Services (ACS) and foster care agency personnel to meet the social, health and mental health needs of unaccompanied minor children and immigrant children separated from their parents.

The Immigration Law Unit is a recognized leader in the delivery of high quality legal services to immigrants in New York City and surrounding counties within the New York District of the United States Citizenship and Immigration Services (USCIS). The Unit provides low-income New Yorkers with free comprehensive immigration services ranging from deportation defense to adjustment of status to Legal Permanent Residence and citizenship applications. The Unit specializes in the intersection between immigration and criminal law and works collaboratively with all practice areas to serve the Society's diverse immigrant clients through a comprehensive service model. Unit staff represent immigrants before USCIS, immigration judges in removal proceedings, and the Board of Immigration Appeals, in federal court on habeas corpus petitions and petitions for review, and on administrative and judicial appeals.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Assess children and adolescent clients and interview family members and other collateral contacts, including visits to shelters contracting with the ORR, home visits and other off-site work, including outside of New York City
- Make social service referrals to appropriate mental health and substance use treatment services, provide short-term crisis intervention, facilitate admission to psychiatric hospital or detoxification, emergency housing, link clients to vocational and educational services, and help clients to access social networks and support to reduce isolation
- Review psychiatric records
- Court advocacy, either orally or in writing, to present client issues and mitigating circumstances
- Provide training to ILU staff on topics such as interdisciplinary collaboration, suicide prevention and mental health diagnoses

- Participate in client intake and legal consults with attorneys
- Attend staff intake meetings and case conferences to provide general guidance on issues affecting the broader ILU caseload
- Assist with referral to appropriate psychiatrist/psychologist for evaluation
- Assist with record keeping and reporting
- Participate in and provide support for data collection, periodic pilot projects and new initiatives

#### **SECONDARY DUTIES/RESPONSIBILITIES**

- Other duties as assigned

#### **TRAINING AND QUALIFICATIONS**

- An MSW degree and New York State certification in social work (LMSW)
- Strong diagnostic skills with experience working with children and adolescent clients with the following special needs: special education, MICA clients, clients with physical illnesses and physical disabilities, clients with mental illness, intellectual and developmental delays, and clients with histories of childhood sexual and physical abuse, and other forms of violence and trauma, as well as with histories of substance use
- Ability to interface with court personnel, immigration judges, school personnel, and NYC Admin for Children's Services
- Ability to negotiate with community-based treatment providers, including child welfare agencies
- Ability to quickly develop treatment plans
- Excellent organizational and court advocacy skills
- Excellent computer skills
- Ability to work within a team model
- An interest in research
- Spanish proficiency is required

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