



**Praxis Housing Initiatives, Inc.**, 17 Battery Place, 307 New York, NY 10004

**JOB DESCRIPTION**

Notice: Job Descriptions may change at any time. Described jobs may be altered, restructured or deleted at the discretion of management. All employment at Praxis, unless otherwise noted, is “at will.”

**TITLE:** LMSW Program Director Social Services Tier II Shelter

**SUPERVISOR:** Site Director

**CATEGORY:** Exempt

**JOB SUMMARY:** The Program Director of social services, will be responsible for the supervision of all social workers, case managers, housing specialist and entitlement benefits specialist. The Program Director will coordinate and schedule case conferences to review psycho-socials and the implementation of ILP. Provide bi weekly individual and team supervision to social workers and supportive services personnel .Will report to the site director for supervision. .

- DUTIES:**
- A) Meet and greet all new families for an explanation and orientation of program services and code of conduct requirements.
  - B) Coordinates the work of the Social Service team to ensure effective service delivery to clients. Schedules Multi-disciplinary teams at the site to optimize staff availability to clients and staff access to on site services.
  - C) Develop relationships with local schools, and supportive services providers.
  - D) Conducts quality assurance spot checks (*e.g.*, sitting in on a Caseworker’s group) on a regular basis. Reviews individual case files and social service plans on a monthly basis for quality assurance and efficacy.
  - E) Reports monthly to Site Director on housing placement and resistant families.
  - F) Intervene and review all client complaints, ensuring timely and fair resolution.
  - G) Conducts Resident meetings to keep residents abreast of developments.
  - H) Administers Praxis & DHS Code of conduct policies.
  - I) Ensures readiness for audits by governmental agencies.
  - J) Is on call 24 hours a day/seven days a week in case of emergencies.
  - K) Enforces Program Operations building protocol, ensure that incident reports are filled properly and on time with DHS and internal departments.
  - L) Submits monthly reports as scheduled to all stakeholders.
  - M) Attends all required trainings and meetings.
  - N) Performs any other duties, as required by supervisor.

**QUALIFICATIONS:**

**Education:** LMSW, Family counseling practice a plus

**Experience:** Relevant experience of five years or more with disenfranchised families with special needs, histories of domestic violence, ACS and family courts.

**Skills:** Commitment to working with homeless families with children in a tier II family shelter setting.  
Computer literacy; CARES, Microsoft Office Suite preferred.  
Fluency in Spanish a plus.

**ACKNOWLEDGEMENT OF JOB DESCRIPTION BY EMPLOYEE:**

I understand the above job description as an accurate presentation of my job performance expectations.

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Signature of Position Holder

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Date

