



## **Job Opportunity**

### **Case Manager- Domestic Violence Program**

**Division:** Transitional & Supportive Housing/ Domestic Violence Program

**Work Schedule:** [35 hours per week, 9-5 Monday – Friday; includes one late shift from 12-8] [Full time]  
[Regular]

#### **Organizational Overview:**

Since 1893, Henry Street has delivered the most effective, compassionate and comprehensive services possible to residents of the Lower East Side. As a multifaceted not-for-profit, Henry Street provides innovative social services, arts programs and healthcare services from 17 locations throughout the Lower East Side. Building upon its legacy for innovation and effective programming, Henry Street has grown to offer more than 50 different programs, currently making it one of the most comprehensive settlement house in New York City, as well as one of the City's largest social service agencies. Henry Street is governed by a 45-member Board of Directors and is supported by government grants and contracts, as well as foundation, corporate and individual support.

#### **Program Overview:**

One of the first publicly funded shelters, the Shelter for Domestic Violence Survivors has provided safe refuge and on-site social services for survivors of domestic violence and their children since 1977. The shelter consists of 13 furnished apartments, each shared by two families. During their time-limited length of stay, residents are educated on family safety, non-violent relationship choices, economic self-sufficiency, and finding and maintaining permanent housing.

#### **Qualifications:**

- Minimum BA/BS; BSW preferred
- Bilingual (English/Spanish) preferred
- Minimum of three (3) years of experience working with low-income families
- Experience working with the Domestic Violence and Homeless populations
- Knowledge of community resources
- Strong case management skills
- Strong customer service & client relations skills
- Strong organizational skills
- Good judgment and problem solving ability
- Excellent oral and written communication skills
- Ability to keep calm and work well with people
- Knowledge of computers such as Microsoft office, Outlook, CARES, Foothold technology
- Experience providing individual and/or group counseling preferred



### **Responsibilities:**

- Coordinate all social services for residents
- Provide individual/family/group counseling, crisis intervention counseling and case management services for assigned families
- Interview and assess needs of the survivor and the family
- Develop and implement a treatment plan and assist clients in developing a plan to move towards permanent housing
- Advocate for legal, health, and other social services for the family and the population
- Accompany residents to appointments including: public assistance, apartment viewing, interviews, lease signing, and furniture shopping when necessary
- Conduct outreach and community presentations in the community as assigned
- Maintain and develop up-to-date information and resources to meet the diverse social services and housing needs of the families
- Assist clients with completing relevant applications for housing subsidies and programs. Advocate on behalf of the clients to ensure that they receive the appropriate subsidies. Connect families to other shelter and HSS programs as needed (e.g. shelter employment, youth afterschool camp, etc.)
- Perform all other tasks deemed necessary at the direction of the Program supervisor to aid in the shelter's achieving its programmatic goals
- Maintain case records, group documentation, and other required documents/reports on or before deadlines
- On call once per quarter
- Work one later shift per week (12p-8p)
- Other duties as assigned by supervisor

### **Essential Physical Job Functions:**

- Ability to lift up to 30 pounds
- Ability to climb stairs (up to six flights)

### **How to Apply**

Visit [www.henrystreet.org/employment](http://www.henrystreet.org/employment) and follow the applicable job posting link. Due to the high volume of applicants, only qualified candidates will be contacted.

Henry Street Settlement offers excellent benefits and is an Equal Opportunity Employer/Program



## Job Opportunity

### Parent Center Senior Social Worker

**Division:** [Health and Wellness - Neighborhood Resource Center/Parent Center]

**Work Schedule:** [35 hours per week] [Full time, Regular, Monday-Friday; willing to work one night per week as needed.]

**Exemption Status:** [Exempt]

#### Program Overview:

##### Health & Wellness Division

Our Parent Center is housed at the Neighborhood Resource Center, which operates as a satellite program of Henry Street Settlement's Health and Wellness Division. The Parent Center is a free parenting support program that provide 6, 8 and 12-week parenting education and/or support groups and also one-time parent education workshops both on-site at the Parent Center and throughout Henry Street's Lower East Side campus including School-Based Mental Health Clinics located at a different schools, and at other Henry Street family shelters, daycare, schools, and more in addition to local CBOS.

#### Job Summary

The role of the Parent Center Senior Social Worker is to work in collaboration with our Parent Center social worker to facilitate and/or co-facilitate a range of parenting groups such as The Parenting Journey, Ackerman Institute for the Family Bright Beginnings, Parenting Children with Special Needs, Anger Management, Parenting Discoveries and more and to deliver one-time parent education workshops that cover from pre-natal/pregnancy to early childhood, teen and young adult years. Additional responsibilities include intakes and comprehensive biopsychosocial assessments, 1-1 parent consultations, documentation of casework activities in Foothold Awards, provide SIFI-Certified field instruction to graduate level student intern(s) and manage Parent Center program participant database plus track group/workshop participation and completion.

#### Qualifications:

- LMSW required
- A minimum of 2+ years post-graduate clinical work experience with individuals and/or children/families including assessment, treatment planning, and/or crisis intervention.
- Knowledge of infant, early childhood/childhood, and/or adolescent development issues, family systems theory, and healthy parenting.
- Experience facilitating parent groups and/or workshops preferred; capacity to work independently to conduct outreach presentations.



- Familiarity with child welfare system, public benefits, entitlement programs, and housing issues helpful; excellent verbal and written communication skills.
- Ability to work collaboratively with Program Director and NRC case management, health enrollment, and community health worker staff under pressure and during crisis situations.
- Understanding of grant/fundraising matters and relevance to programmatic operations.
- Computer proficiency including database management.
- Seminar In Field Instruction (SIFI) Certified Field Instructor a plus and/or willingness to enroll in SIFI Certification when supervising first student; bilingual preferred (Spanish/English or Chinese/English) but not necessary.

**Responsibilities:**

- Facilitate and/or Co-Facilitate Parent Center groups (Parenting Journey, Bright Beginnings, Active Parenting Now, Parenting Discovering, Toddler Tuesdays and more); conduct parent education workshops
- Work collaboratively with Program Director and case management team to assess presenting problems and concerns; plan short-term interventions and follow-up activities including referrals to on-site legal/financial clinics, and other Henry Street departments/programs; i.e., outpatient mental health, workforce development, youth services, etc.
- Conduct biopsychosocial assessments and treatment planning/crisis intervention as needed; provide resources and referrals to other service providers
- Participate in individual and group supervision meetings
- Timely documentation and maintenance of confidential records
- Advocate in writing/by phone when appropriate for neighborhood and community residents, particularly those with limited resources
- Assist with preparation of grant funding reports, hiring and training staff; maintain and update database
- Facilitate parent group and/or workshop one evening per week, as per program planning
- Supervision of student intern plus task supervision of 2<sup>nd</sup> Parent Center social worker, as assigned
- Other related duties, when needed

**Essential Physical Job Functions:**

- Able to walk from Parent Center site to School-Based Mental Health Clinic sites (within 8-10 block area), and carry workshops materials (flyers, handouts, etc.) to/from sites.
- Ability to walk up and down a flight of stairs.

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