

JOB DESCRIPTION

LICENSED SOCIAL WORKER

New York City Mission Society helps children, youth, and families in New York City's poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs. This year New York City Mission Society will provide services to more than 7,000 youth and families in Harlem, the Bronx, and Brooklyn.

Title: Licensed Social Worker

FLSA Status: Regular Full-Time Non-Exempt

Reports to: Program Manager

Program Description: The *Learning to Work Program (LTW)* administered at *Metropolitan Diploma Plus High School* is a collaboration with the NYC Department of Education and New York City Mission Society. The program assists students, who are over-aged and under-credited, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential. The program's aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment.

Responsibilities:

- Provide case management services to students and families enrolled in the Learning to Work Program
- Provide crisis intervention services inclusive of on-site crisis counseling.
- Develop and maintain a community resource directory to be accessed and used by parents
- Develop and maintain a city-wide referral network
- Establish a rapport with program participant. Assist them in identifying their educational and career goals, help them to formulate future plans
- Daily attendance calls must be made to students who are absent
- Conduct lunch groups to empower students
- Ensure that students receive appropriate services either on-site or through referral to outside resources
- Design, develop, and implement parent and student workshops
- Document contact with clients electronically
- Provide individual & group counseling to students
- Participate in interdepartmental meetings, case conferences and mediations
- Conduct home visits on an as needed basis

Qualifications:

LMSW required, LCSW preferred. Must have at least 3 years experience providing services to adolescents and families. Familiarity with the Department of Education system a plus. Superior



interpersonal skills. Thorough knowledge of adolescent development and family dynamics. Minimum of 2 years experience working with a similar population. Excellent written and oral skills. Bilingual (English/Spanish) a plus. The Mission Society offers clinical supervision for staff seeking their LCSW or LCSW-R.

General Requirements: All staff are expected to be committed to the mission, vision, and values of Mission Society.

Salary and Benefits: Salary Range: Mid 40's based on qualification, experience, and fit. Comprehensive benefits include Medical, Dental, Life & Long Term Disability Insurance, 403(B) Retirement Plan, TransitChek, Employee Wellness Program, Municipal Credit Union Membership, Voluntary Supplemental Insurance options.

Apply: Interested and qualified individuals should forward their resumes with cover letter and salary requirements to **HR@nycmissionsociety.org**, re: **LTW Metropolitan Diploma Plus Social Worker** or fax to 212-979-5764.

Visit our website at **www.nycmissionsociety.org**.

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.