JOB description

LICENSED SOCIAL WORKER

**Program** **Description**:

The *Learning to Work Program* administered at *Emma Lazarus High School* is a collaboration with the NYC Department of Education. The program assists 300 English Language Learners, who are over-aged and under-credentialed, 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.

**Title**: Licensed Masters-level Social Worker

**FLSA:**  Regular Full-Time Exempt

**Reports to:** Program Manager

# Basic Function: To assess the social, emotional and life needs of children and families and to connect them to needed services.

# DUTIES & 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 students and parents
* Facilitate weekly advisory sessions with students
* Responsible for family outreach to ensure communication with student’s support systems
* Develop and maintain a city-wide referral network
* 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
* Participate in individual and group clinical supervision for social work staff at Mission Society’s four additional Learning to Work programs
* Provide guidance regarding social work ethics, and policies and procedures for all Mission Society social work staff and services

**Qualifications:**

Must have LMSW certification. Must have at least 2 years’ experience providing clinical 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. Bilingualism is a major plus.

# GENERAL REQUIREMENTS: Staff is expected to be committed to the mission, vision, and values of Mission Society.

**Salary & Benefits:**

Salary range mid $40s based on qualification, experience, and fit. Comprehensive benefits include Medical, Dental, Life & Long Term Disability Insurance, 403(b) Retirement Plan with Employer Match, TransitChek, Employee Wellness Program, Municipal Credit Union Membership, Voluntary Supplemental Insurance options.

**APPLY:**

Submit cover letter with qualifications that relate to this position, salary requirements and resume to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org) or Fax to 212-979-5764. **Include in Subject Line**: LTW Emma Lazarus High School Social Worker

*Note: No phone calls accepted. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

**Visit our website at** [**www.nycmisssionsociety.org**](http://www.nycmisssionsociety.org/)