



Job Title: SS Vocational/Educational Specialist

Department: Social Services

Reports to: Director of Social Services

Status: Full-Time/ Non-Exempt/

15-Month Grant Position

Schedule: 35 Hours/Week,
Monday-Friday 9:00am-5:00pm

Job Summary:

We seek a highly motivated and compassionate Case Worker with Family Support Coordination to join our team. In this role, you will provide case management services to newly arriving immigrant families in Long Island City while also overseeing the safety and well-being of a group of mixed-age children residing in the shelter. You will work collaboratively with our Housing Works Partners and other program staff. As a successful candidate, you must be empathetic and able to set boundaries. You should also have a passion for working with children, be flexible and understanding, act as a positive role model, and be a team player. This is a 15-month grant-funded position.

Responsibilities will include:

Case Management:

- Assessing and reporting on the needs of families that reside in the Hotel.
- Providing individual case management and group counseling services for residential clients.
- Working collaboratively with program staff and community agencies to facilitate the delivery of
- services.
- Providing needed information and referrals to outside agencies as needed.
- Ensuring that case reports are kept up to date.
- Scheduling and escorting individuals to appointments with legal aid workers, counselors, doctors, schools, etc.
- Leads all employment efforts (i.e., skills and employment goals assessment (FSSP)
- Individualized education and employment plan
- Motivating individuals to participate in ESL and career training programs.
- Maintaining client files according to agency documentation policy/procedure.
- Documenting hotline calls, intakes, exits, incidents, and observations.
- Attend and actively participate in staff meetings, supervision, and training as directed.
- Facilitating weekly client meetings, conducting at least monthly check-in meetings
- Working with residents to maintain a clean and safe environment.
- Report abuse and provide resources as needed.
- Any other duties that can reasonably be expected of you.

Family Support Coordination:

- Supervising a group of mixed-age children residing in a hotel shelter.
- Enforcing safety regulations to provide a safe environment for children.





- Acting as a positive adult role model.
- Providing age-appropriate enrichment and educational activities.
- Ensuring all participants in the group receive a snack daily.
- Ensuring the classroom/space is clean and organized.
- Ensuring participants utilize homework time effectively and assist when needed.
- Ensuring all materials and games stay in good condition and are treated with respect.
- Maintaining group control.
- Creating and executing age-appropriate lesson plans.
- Incorporating and implementing strategies learned from training, professional developments, curriculum, and resources from the program library.
- Creatively adapting lessons; being flexible as needed.
- Collaborating with other team members.
- Providing input and ideas to improve the children's recreation program.
- Communicate effectively with senior case managers, case workers, administration, and CHCF staff.
- Attending training courses and meetings when required.
- Actively engaging in all activities and trips

Education and Experience:

- Minimum bachelor's degree and three years of relevant experience.
- Master's degree in social work Highly preferred
- High proficiency with Microsoft Office Suite
- Some college credits in early childhood, youth development, or education are preferred.
- Some related experience working with children is preferred.
- Must love working with youth.
- Must have problem-solving skills.
- Must have excellent interpersonal skills.
- Must possess strong listening skills.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Salary: \$68,000.00

CHCF offers a comprehensive employee benefits package.

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age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.



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