
Job Title	Social Worker, MSW â€“ Temporary - Part-time
PVN ID	HO-1911-003371
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	CEWD-Allied Health Career Pipeline Prog.
Status	Part Time
Hourly Rate	\$24.00-\$29.00
Hour(s) a Week	14.00-21.00
Closing Date	Mar 06, 2020 (Or Until Filled)

General Description

Please note: This is a grant funded program that ends September 29, 2020.

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The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development (CEWD) at Hostos Community College to enroll and train individuals that receive Temporary Assistance for Needy Families (TANF) or are low income status.

The HPOG Allied Health Career Pipeline Program is seeking a Social Worker to assist students with one on one consultation and social services/referrals to offsite services when appropriate. The Social Worker will ensure students receive the best identified/matched services, follow-up on the care of students and collect and compile data for reporting purposes. The Social Worker will meet regularly with individual participants, design and leads occasional workshops, etc. in areas of specialization to address areas of concerns on a group level. Researches and prepares reports, collects and analyzes data, creates forms, makes presentations, and keeps confidential records, coordinates with community programs and services, makes student referrals as needed.

Other Duties

- Support recruitment of new students into the program, specifically conduct intakes (interview students for enrollment)
- Develop a bio-psychosocial and individualized plans with students to ensure successful completion of program and employment
- Meet with students weekly, to review progress, identify obstacles, and ensure completion of the program

- and employment
- Provide crisis intervention counseling
- Ensure case notes, intake assessments and data is entered correctly and in a timely manner
- Provide referrals to social service agencies and other resources
- Co-facilitate specialty groups and life skills workshops
- Attend monthly case conference meetings
- Collaborate with other departments to develop special client service/informational activities, e.g. career days, health awareness, etc.
- Develop positive working relationships and regular communication with other referral sources, service providers, and community resources to facilitate service delivery
- Perform other duties as assigned

Qualifications

- Strong understanding of the needs of low-income individuals
- Strong background in TANF, HRA, ACS and NYCHA preferred
- Exceptional customer service
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Strong communication, time management and organizational skills
- Produce clear and accurate documents
- Work in a team as well as independently

Qualifications:

- MSW and three years of experience in related field
- Experience working with diverse populations in low-income communities
- Must be able to manage a case load of 75 to 100 a year
- Basic knowledge of community resources and government benefits
- Demonstrated experience creating and sustaining relationships with partnering agencies
- Proficient in Microsoft Office and databases

Work schedule:

14-21 hours per week between 9am-5pm

Flexible schedule to include evenings (until 7pm) twice a month, Saturdays, once a month/as needed