



## Job Description

**Position:** Social Worker  
**Supervisor:** Program Director- NORC

**Overview:** University Settlement is one of New York City's most dynamic social justice institutions, with an impressive legacy as the first settlement house in the nation. For 130 years, University Settlement has been an anchor in the low-income and immigrant communities where we work, offering pioneering programs in early childhood care and education, youth development, eviction prevention, literacy, theater and visual arts, senior services, and mental health. Each year, we engage over 40,000 New Yorkers through our network of 30 sites in Manhattan and Brooklyn. Our mission is to empower the individuals we serve through comprehensive, quality services that strengthen families and meet the current needs of the community.

University Settlement Village View NORC offers a robust menu of services to a diverse population of Village View residents aged 60 and older. The multi-service program provides case assistance, health and wellness activities, recreational and educational activities.

Established older adults program provides comprehensive services to the diverse population of the Lower East Side. These services incorporate the Department for the Aging Health and Wellness model into the daily activities. Services include congregate and homebound meals, case assistance, social and recreational activities. Ongoing training and professional supervision provided.

### Responsibilities:

- Perform intake, on-going assessment, and develop individualized, goal-oriented service plans to ensure that participants remain healthy, in their homes, and receive the social, recreational, and health services they need.
- Provide outreach, information, case assistance, entitlement evaluation, referrals and advocacy
- Link services to homebound and at-risk older adults to promote successful community living.
- Provide crisis intervention and counseling as needed.
- Coordinate and bridge services and case conferences and ensure seamless service delivery.
- Document services provided to clients in writing (hard files and web-based case management system); keep client files up to date; provide regular statistical reporting on outcomes.
- Coordinate with LEARN staff for quality control and integration of services
- Assist in designing documents or forms for record-keeping and outreach purposes; assist in program planning and evaluation
- Assist with program activities
- Complete data entry into DFTA database system and Salesforce daily, weekly and monthly
- Participate in team meetings and coalition meetings
- Attend professional development trainings
- Keep up-to-date on all information and resources pertaining to older adults
- Collaborate with program staff and supervisors in a professional manner
- Other duties as assigned by program director

### Qualifications:

- Master's degree in Social Work, LMSW preferred
- At least one to two years of experience or more working with older adults

- Strong interpersonal skills including tact, diplomacy, patience, and professionalism
- Working knowledge of social theories and practices
- Social perceptiveness and empathy
- Ability to build and maintain professional helping relationships
- Ability to relate and communicate with diverse population and groups
- Resilience along with ability to assess situations
- Excellent skills in Microsoft Office
- Must have strong attention to detail and able to work independently
- Must demonstrate strong commitment to working in a multi-cultural environment
- Demonstrated ability to engage hard to reach populations
- Excellent verbal and written skills required
- Extensive knowledge of benefits programs and advocacy skills required
- Bilingual in Ukrainian, Polish, or Russian required
- Will be required to obtain CPR/AED certification upon hire

**Hours:** 35 hours per week

Salary: Low 50s, plus generous benefits

Apply: [Recruitment \(adp.com\)](#) or email

[bjj@universitysettlement.org](mailto:bjj@universitysettlement.org)

**Location:** Village View, 175 East 4<sup>th</sup> Street, NY, NY 10009