



MET COUNCIL

The Largest Jewish Communal Social Safety Net in America

Job Title:	Social Worker	Employee Name:	
Department:	Family Violence	FLSA Status:	Exempt
Reports To(Title):	Program Director, Family Violence	Position Type:	Full-time
Location:	Brooklyn, Queens	Prepared By:	Nechama Bakst/ Quinn Bosket (edits)
Prepared Date:	October, 2020	Last Updated Date:	October, 2020

Hours Per Week: 40

Position Summary:

Met Council is America’s largest Jewish charity dedicated to serving the needy. We fight poverty through comprehensive social services and by treating each client with compassion, integrity, and respect. Our ten different departments are staffed by experts who help over 225,000 clients each year and advocate on behalf of all needy New Yorkers. Our programs range from 100% affordable housing at 20 locations to our family violence program to Holocaust survivor assistance to senior programming to crisis intervention to the largest free kosher food distribution program in the world. Our network of 75 food pantries, affordable housing sites and JCCs provide services directly in neighborhoods across New York.

Role of Social Worker in the Family Violence department is to work effectively with clients impacted by family violence. This includes assessing for client needs and evaluating and providing a continuum of services including emergency financial grants, counseling and legal advocacy. Additionally, the role would include engaging with community leaders and organizations and conduct culturally informed community outreach that targets the insular Jewish communities.

Duties and Responsibilities:

As part of the Family Violence Team, this staff member will be directly working with clients. While working directly with clients this Social Worker should be able to:

- Assess client needs.
- Conduct intake in main office, satellite locations, and remotely.
- Obtain appropriate documentation.
- Orchestrate a safety plan with the clients.
- Perform Case Management services to include assisting clients with applying for Public Assistance, Housing and other services.
- Provide information and referrals to clients regarding resources in community.



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- Provide support and counseling services to clients in both individual and group settings.
- Determine client's eligibility for financial assistance.
- Complete applications for assistance and maintain appropriate paperwork and database input (i.e. AWARDS) in a timely manner.
- Maintain ongoing contact log notes and related documentation.
- Work effectively with partner agencies including legal services.
- Attend trainings and seminars regarding topics related to family violence work.
- Participate in task forces and other similar groups and represent agency at these meetings.
- Demonstrate cultural sensitivity to all clients.
- Conduct regular outreach in the community in a culturally informed manner
- Create programs to respond to needs of community.
- Comply with demands of funding grant and assist in preparing grant reports.
- Participate in individual supervision, weekly group meetings and monthly Social Service Department meetings.
- Work collaboratively with Family Violence team and cover when staff is out, as needed.
- Supervise MSW student interns when option is available.
- Manage a large case load of clients.

Competencies:

- Strong communication skills.
- Strong knowledge of the insular Jewish communities in Brooklyn and Queens.
- Ability to perform public speaking
- Ability to assess safety of clients and create safety plans as needed.
- Ability to provide brief counseling and provide support to survivors as needed.
- Make timely, informed decisions that take into account fact goal constraints and risks.
- Manage own time, priorities and resources to achieve goals.
- Use Social Work ethics to support client and system needs.
- Social Worker must have the ability to work within a fast paced work environment and make appropriate and safe decisions.

Skill and Education Required:

- MSW Required, LMSW or LCSW—SIFI eligible.
- 2-3 years of work experience, preferably performing counseling.
- Prior experience working with domestic violence victims.
- Preference for bi-lingual Russian or Yiddish.



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Physical Demands:

1. Required Constantly: Walking, sitting, grasping, bending, stooping, squatting, computer input, finger dexterity and coordination of hand, eye and foot.
2. Required Frequently: Standing and climbing stairs; carrying laptop & files (approx. 8-10 lbs).
3. Required Occasionally: Reaching above the shoulder, and lifting 5-25 pounds, pushing and pulling.

Special Requirements:

Travel throughout the 5 boroughs via Public Transportation.

Reviewed By:	Quinn Bosket
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Approved By:	Nechama Bakst
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The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of the operation demands change so, too, may the essential functions of this position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Employee Statement: I have read the above job description and can perform its essential functions ___with or ___without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

Employee Signature

Date