



Title:	Social Worker	Exemption class:	
Depart/Program:	Domestic Violence	FT / PT:	FT
Depart/Program Code:		Total Hours:	35
Report to:		Starting Salary:	60,000-63,000
Job Description Rev:	June 2026	Job Code:	
Location:	Transition Center	Vacation:	3 Weeks
Name:			

PURPOSE:

The Jewish Board's Youth and Family Division supports domestic violence survivors and their family members. Using a non-judgmental, trauma-informed approach, staff guide the residents to create and meet personalized recovery goals, to stabilize their families, to develop independent living skills, and to plan effectively to be able to live in a healthy and secure manner. Our work is guided by principles that emphasize the critical importance of safe and stable housing, utilize a culturally competent and anti-racist lens, and respect the dignity and legitimacy of each individual's journey.

POSITION OVERVIEW:

The Social Worker / Outreach & Community Partnerships Specialist serves as an outreach and referral social worker with an emphasis on ensuring clients are identified, referral partners are engaged and census in all three sites is emphasized.

In the outreach and community partnerships role, this position is responsible for developing and maintaining referral networks, cultivating community partnerships, increasing shelter referrals, and representing The Jewish Board throughout New York City's five boroughs. The successful candidate will serve as a public-facing ambassador, traveling throughout the five boroughs, for Domestic Violence Services and play a critical role in connecting survivors and families to life-saving shelter services.

The ideal candidate is outgoing, credible, and comfortable providing trauma-informed direct services while also engaging a broad range of external stakeholders, including hospitals, community-based organizations, social service providers, government agencies, Family Justice Centers, legal service providers, and community leaders.

KEY ESSENTIAL FUNCTIONS:

Community Outreach & Partnership Development

- Develops and implements comprehensive outreach strategies to increase referrals and community awareness of Domestic Violence Services.
- Conducts ongoing outreach activities across all five boroughs of New York City.
- Works as the lead on the DOVE outreach grant to collect data and achieve grant deliverables monthly, quarterly, and annually.
- Builds and maintains strong relationships with referral partners, including hospitals and healthcare systems, emergency departments and discharge planners, behavioral health providers, Family Justice Centers, domestic violence programs, child welfare agencies, legal services organizations, community-based organizations, housing providers, schools, faith-based institutions, government agencies, law enforcement, and elected officials' offices.
- Represents The Jewish Board at community events, conferences, provider meetings, health fairs, coalition meetings, and public forums.
- Coordinates outreach presentations, educational workshops, informational sessions, and partner meetings.
- Distributes outreach materials and ensures community stakeholders understand available shelter services, eligibility requirements, and referral procedures.

Referral Development & Program Growth

- Establishes and maintains active referral pipelines for all three emergency domestic violence shelters.
- Identifies opportunities to increase referrals from hospitals, social service providers, housing organizations, legal partners, and community agencies.
- Develops strategic partnerships that support program expansion, collaborative initiatives, and contractual opportunities.
- Works closely with program leadership to identify new community engagement opportunities and service expansion initiatives.
- Generates new referral sources and maintains ongoing engagement with existing partners.
- Conducts follow-up activities to ensure referral pathways remain active and productive.

Shelter Engagement & Field Presence

- Maintains a presence at all three-emergency domestic violence shelter locations.
- Travels regularly between shelter locations to understand program operations and identify outreach opportunities.
- Collaborates with shelter leadership and staff to address referral challenges and community engagement needs.
- Gathers feedback from shelter teams regarding referral quality, community awareness, and partnership opportunities.

Community Education & Advocacy

- Educates community stakeholders regarding domestic violence, trauma-informed care, shelter services, safety planning, and survivor resources.
- Increases visibility of Domestic Violence Services throughout New York City.
- Promotes equitable access to services for underserved and marginalized populations.
- Participates in citywide coalitions and domestic violence advocacy initiatives.

Team Process

- Participates in weekly conferences and intake/census meetings.
- Participates intake, assessment, discharge, and follow-up conferences as necessary.
- Participates in regular staff meetings and trainings; may be asked to travel to offsite meetings and trainings.
- Participates in planning and execution of special and holiday events.

Documentation & Reporting

- Files incident reports as appropriate.
- Completes regular and timely documentation of all resident interactions, including progress and informational notes.
- Maintains accurate records of outreach activities, community contacts, referral sources, meetings, presentations, and partnership development efforts.
- Tracks referral trends and outreach outcomes using designated databases and reporting systems.
- Prepares monthly reports detailing outreach activities completed, new partnerships established, referrals generated, and opportunities for program growth.
- Completes all documentation regarding deliverables associated with the DOVE outreach grant

CORE COMPETENCIES for the position include:

- **Outreach & Partnerships:** Builds and maintains relationships with community partners to expand awareness and referrals.
- **Referral Growth:** Develops and sustains referral pipelines to support consistent census across programs.
- **Trauma-Informed Engagement:** Applies survivor-centered, culturally responsive approaches in all interactions and education efforts.
- **Operations & Accountability:** Aligns outreach with program needs; ensures strong documentation, data tracking, and follow-through.

Knowledge and Attributes

- Knowledge of local and state health and human service systems and their navigation.
- Strong understanding of domestic violence dynamics and survivor-centered services.
- Highly engaging, comfortable presenting to a variety of audiences
- Compassion and respect for vulnerable individuals.
- Openness to approaching the work through an anti-racist lens, engaging in continuous learning, and putting that learning into practice to support our diverse population.
- The ability to stay calm in a variety of situations, some of which may be stressful.
- Patience and empathy for individuals on their journey to recovery.

Skills

- Communication: Conveys information clearly and concisely, both verbally and in writing; practices active listening; engages residents and community partners respectfully.
- Relationship-Building: Exceptional networking abilities capable of turning community connections into active referral partnerships; skilled at public speaking and presenting to groups of varying sizes.
- Self-Sufficiency and Initiative: Assesses, initiates, and completes tasks independently; contributes to the organization's mission and team goals; researches and pursues professional development opportunities.
- Interpersonal Relations: Demonstrates cultural sensitivity; interacts with colleagues, residents, and community partners professionally and respectfully.
- Problem-Solving: Analyzes situations objectively; generates or researches solutions independently.
- Quality Assurance: Attends to detail; follows standard operating procedures; consistently produces work of high quality.
- Teamwork: Works collaboratively with teams; models collaborative teamwork; takes appropriate action on constructive feedback.
- Organizational Skills: Manages time effectively; respects deadlines; prioritizes multiple, emerging, and complex demands; demonstrates flexibility.
- Crisis Management: Identifies situations in the environment that can evolve into a crisis; maintains calm during a crisis; has solid crisis de-escalation skills or is willing to learn.
- Good Judgment: Manages risk and ensures safety of residents; independently recognizes and acts on situations requiring intervention by a supervisor or higher authority.

EDUCATIONAL / TRAINING REQUIRED:

- Master's degree in Social Work (MSW) required; LMSW or LCSW preferred.
- Minimum of 1–3 years of experience in human services, domestic violence services, community outreach, behavioral health, housing programs, or a related field preferred.
- Experience developing referral networks and community partnerships strongly preferred.
- Experience working with vulnerable populations and trauma-informed service environments preferred.
- Experience representing organizations in community settings and public-facing roles preferred.

Additional Qualifications:

- Willingness to work with individuals with experiences of mental illness and substance use.
- Compassion and respect for vulnerable individuals.
- Patience and understanding for the sometimes-slow process of stabilization and recovery.
- Existing relationships with hospitals, Family Justice Centers, community-based organizations, housing providers, or social service agencies within New York City preferred.
- Familiarity with New York City's domestic violence service system and coordinated referral networks preferred.

COMPUTER SKILLS REQUIRED

- Familiarity with working in Windows environment.
- Ability and willingness to learn new systems and application software.
- Proficiency with Microsoft Office, CRM systems, databases, and reporting platforms.

VISUAL AND MANUAL DEXTERITY:

- Able to read data and documents, including spreadsheets, reports, and Electronic Health Records in printed form and on computer screens.

- Able to input data into relevant systems.
- Limited applications of manual dexterity and hand-eye coordination.

WORK ENVIRONMENT / PHYSICAL EFFORT

- Extensive field-based travel throughout New York City's five boroughs required, including regular onsite presence at all three domestic violence shelter locations.
- Attend meetings, conferences, networking events, and community engagement activities across Manhattan, Brooklyn, Queens, the Bronx, and Staten Island.
- Ability to walk up flights of stairs.
- Ability to lift 25lbs.

By my signature, I understand and accept the responsibilities of the position for which I have accepted employment.

Employee Signature: _____ **Date:** _____ **HR Initial:** ____

HOW TO APPLY

Send Email to: Gabrielle Hassan, LCSW (she/her/hers)

Assistant Program Director

ghassan@jbfcs.org