



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Licensed Social Worker – Domestic Violence Service Coordinator
Location: WHEDco @ Bronx Commons (443 East 162nd Street, Bronx NY 10451)
Reports to: Vice President, Family Support and Housing Services

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a Licensed Social Worker- Domestic Violence Service Coordinator to join its Family Support team. WHEDco’s Family Support services link Bronx residents to resources that are critical for success and prosperity, including benefits counseling, mental health counseling, school partnerships, a weekly food pantry and access to other vital resources. The Domestic Violence Social Worker will manage the clinical and case management services for tenants at Bronx Commons, WHEDco’s new Housing Development, and demonstrate appropriate goal setting and effective practice skills in a collaborative model. The population to be served is building and community residents at Bronx Commons - located in the Melrose section of the Bronx.

Specifically, the Domestic Violence Service Coordinator will assist with the design and implementation of a support program for individuals and families affected by domestic violence as well as other mental health needs. He/She will manage the day-to-day activities of the program with a primary focus on 14 households, as well as services for all other tenants. He/She will provide individual, family and group counseling, case management services; organize tenant activities; engage in advocacy, resource and referral services to a diverse population. A central focus of this role will be to work creatively with clients to ensure that they are able to access public benefits – including - housing and legal assistance, employment/vocational training, mental health services and other critical resources as needed.

Responsibilities:

- Perform clinical and case management services according to protocols designed by the VP of Family Support and Housing Services
- Assist with the design of a trauma-informed domestic violence program
- Assist with the development and design of all documentation required for programing
- Develop relationships of trust and facilitate clear communication with tenants

- Provide on-going assessments such as danger/risk, substance abuse, mood disorder, etc. to assist with determining needs
- Provide individual (for children and adults) and family counseling
- Create and facilitate groups on a variety of topics including understanding trauma, self-awareness, self-care, safety planning, parenting, etc
- Develop and implement treatment plans
- Provide task supervision of the Tenant Services Case Manager
- Provide appropriate internal and external referrals
- Maintain on-going communication with service providers to ensure quality of service and to monitor outcomes
- Assess the need for and coordinate organized tenant activities such as: workshops, support groups, educational and employment events, activities for children, etc.
- Along with the case manager and property management staff, conduct monthly apartment inspections of the 16 units for the formerly homeless tenants
- Along with the housing development and property management teams, schedule and facilitate regular tenant meetings
- Ensure compliance with agency and or funder requirements and policies
- Develop and maintain linkages within a network of multidisciplinary human service organizations for the purpose of information exchange and referrals in the broader community
- Maintain accurate and timely client records and case notes in WHEDco's Client Tracking System
- Participate in meetings (e.g., team meetings, case conferences, interdisciplinary meetings and scheduled supervisory meetings)
- Participate in in-house and external staff development and training activities
- Perform other related duties as may be requested by the VP/Director

Qualifications:

- LMSW or LCSW required
- Bilingual English/Spanish required
- 2-3 years of experience providing direct service to adults and children affected by domestic violence
- Specialized training in evidence-based trauma treatments, including child parent psychotherapy and trauma-focused cognitive behavioral therapy
- Ability to de-escalate clients in a vulnerable emotional state
- Excellent written, verbal communication and presentation/training skills
- Motivated, creative and resourceful self-starter who takes initiative
- Ability to move easily and effectively between working alone independently and working collaboratively with a team of co-professionals
- Available for events and/or meetings some evenings and weekends
- Knowledge of case management, advocacy, family/youth services and childcare - preferably in a community environment
- Compassionate demeanor with an understanding and appreciation of professional boundaries
- Basic computer skills required (Microsoft Office)

Excellent benefits and competitive salary based on experience.

To apply, please send a cover letter and resume to LSW@whedco.org.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.