

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Social Worker – East Harlem Neighborhood Network  
**Department:** Early Childhood Education  
**Reports to:** Director of Early Childhood Education  
**Hours:** Full-Time

### **Network Summary:**

The East Harlem Neighborhood Network (“Network”), comprised of Union Settlement Association, The Boys’ Club of New York and Little Sisters of the Assumption Family Health Service, has been created to address the growing educational needs of the Mexican and Mexican-American community in East Harlem. The Network aims to provide vital services at the pre-school and elementary levels; to enhance children’s cognitive, social, and emotional development; to provide educational resources that support their academic growth, social and emotional functioning and physical development; and to provide whole families with access to health, educational, nutritional, social, and other necessary services.

### **Position Summary**

The Neighborhood Network Social Worker will assist and empower parents to better engage in their children’s education, advocate for their children in the school system, and access services that can help them meet the broader needs associated with creating a healthy learning environment for their children. The Neighborhood Network Social Worker will also provide local schools and other community based organizations with best practices, tools and training so they can better address the Mexican community’s educational attainment gap. This is a temporary position until June 30, 2016, with the potential to become a regular position when additional funding is secured.

### **Additional Responsibilities:**

- Manage day-to-day operations of the Network, including the intake, assessment, referral and follow-up process.
- Develop and conduct a series of workshops around issues relevant to the Mexican and Mexican-American community, such as navigating the school system, immigration, and employment resources.
- Train extant agency staff in the counseling and referral process.
- Cultivate relationships with local schools that serve large Mexican populations.

- Develop an outreach plan to increase the pool of potential clients.
- Rotate among Network sites, holding scheduled “office hours” at each location.
- Provide assistance and advocacy around family issues such as health services and housing.
- Provide training workshops in New York City’s Department of Education’s Achievement Reporting and Innovation System (ARIS).
- Conduct follow-up with individual clients and referring agency staff, to ensure accurate and timely data.
- Track client data and produce reports.
- Additional duties as assigned by the Director of Early Childhood Education.

**Qualifications:**

- Bachelor’s Degree in Social Work required. Master’s Degree in Social Work a plus.
- Bilingual (English/Spanish) required.
- Experience providing case management, assessment, referral and follow-up services to underserved populations.
- Understanding of the challenges facing the Mexican and Mexican-American community in East Harlem.
- Excellent interpersonal skills.
- Excellent organizational, oral, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to:  
[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Social Worker in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**