

Social Service Case Manager

St. Nicks Alliance is currently seeking a **Social Service Case Manager** to provide high quality services to residents of one New York City Public Housing Authority NYCHA development that will improve their economic self-reliance, independent living and full integration to community life.

Responsibilities

- Schedule and perform home visits, appointments and walks-ins with NYCHA residents to access their family economic and social needs.
- Screen and enroll residents to programs and services to improve their economic self-reliance.
- Coordinate with Property Management team to identify residents in need of social service case management.
- Assist with design of outreach & educational materials for distribution to NYCHA residents.
- Assist with the planning and facilitation of educational activities, including workshops and presentations aim to NYCHA residents in topics including financial wealth, health, green and healthy living and other topics that will promote economic self-reliance and independent living.
- Encourage NYCHA residents to further their Civic Engagement in community issues
- Network effectively with local and city-wide organizations and agencies that provide programs and service that further residents' self-reliance.
- Assist with the maintenance of residents' files and database and reporting.

Qualifications/Requirements

- Bi-lingual (English – Spanish) (spoken and written) preferred
- Experience on Community Outreach or Social Services.
- Ability to work with economically and culturally diverse population
- Familiarity with City's and Federal public benefit program – Desirable
- Excellent written and verbal communication skills
- Ability to work evenings and weekends as necessary

Compensation: ~\$45,000, commensurate with experience; Health, Dental, Matching 401K and other benefits

If interested, please send resume and cover letter (via email only) indicating salary requirements to:

St. Nicks Alliance

Email: cpjobs@stnicksalliance.org

Please write in the subject heading: Social Service CM

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.