



SOCIAL WORKER

Safe Passage Project is a nonprofit organization that provides free lawyers to refugee children facing deportation. No child should face immigration court alone and our team works together to advocate for the fair, compassionate, and equal treatment of all immigrant children.

We are a relatively young organization, founded in 2013, that has grown extremely rapidly. We currently serve over 675 clients with 12 staff attorneys, 3 paralegals, 2 social workers, and 350+ *pro bono* attorneys. We are an energetic, passionate, and hard-working team.

POSITION SUMMARY:

The Social Worker will be responsible for planning and coordinating non-legal services for Safe Passage Project clients and their families. This includes client assessments, outreach, and referral services. The Social Worker will report to the Supervising Social Worker and will collaborate with staff, *pro bono* attorneys, and the Case Manager. The position is full-time and eligible for Safe Passage Project benefits.

Responsibilities:

- Develops and maintains relationships with social service providers, schools, local government agencies, and community organizations in order to facilitate client referrals;
- Conducts social services needs intakes and psychosocial assessments;
- Engages in continuous outreach with clients and their families to make recommendations for services and treatment and ensures that services are received;
- Provides support and referral services to *pro bono* attorneys representing Safe Passage Project clients;
- Maintains client files and case notes using the Salesforce database system;
- Assists with grant reporting requirements, including the collection and maintenance of required data;
- Researches and develops a resource directory for referral sources;
- Works closely with the Supervising Social Worker and the Case Manager on the most sensitive or complex cases and supports their advancement;
- Prepares and conducts trainings on the benefits and services available to unaccompanied minors, and on vicarious trauma and self-care for those working with similar populations.

Qualifications and Requirements:

- Master's Degree in Social Work from an accredited university [required];
- LMSW or intent to pursue LMSW during the first six months of employment [required];
- Fluency in Spanish [required];
- Experience working with diverse communities, specifically with youth;
- Knowledge of the social, educational, health, and other services available to immigrant youth in New York City and Long Island;
- Familiarity with immigration law, family law, and legal services;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high-intensity environment;
- Proficiency in Microsoft Office (Word and Excel) and G Suite.

Salary: \$45,000+

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans, and people with disabilities are encouraged to apply.

All interested applicants must email a cover letter, resume, and two to three references to jobs@safepassageproject.org. Please note, applications missing any of the supporting documents will not be considered. Please use the subject line "Social Worker" in your email.