



Social Worker

Safe Passage Project is a non-profit organization providing free legal services to children in New York threatened with deportation. No child should face immigration court alone. Legal services are provided either by one of our staff attorneys or by *pro bono* lawyers that we train and mentor. We frequently help children in Immigration Court, Family Court, the Asylum Office, USCIS, and in appeals. We seek fair, compassionate, and equal treatment of all immigrant children.

We were founded in 2013 and are based in Tribeca, minutes away from the New York Immigration Court, with a satellite office in Long Island. We serve over 700 clients with 12 staff attorneys, 3 paralegals, 1 social worker, 1 case manager, and over 400 *pro bono* lawyers. 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, with a focus on intensive case management. This includes client assessments for referral services, outreach, and referral implementation. The Social Worker will report to the Supervising Social Worker and will collaborate with staff, *pro bono* attorneys, and the Case Manager. The Social Worker will be based in our Tribeca office and serve clients in New York City and on Long Island. The position is full-time and eligible for Safe Passage Project benefits.

Responsibilities:

- Develop and maintain relationships with social service providers, schools, local government agencies, and community organizations in order to facilitate client referrals;
- Conduct social service needs intakes and psychosocial assessments;
- Engage in continuous outreach with clients and their families to recommend services, treatment, and to ensure services are received;
- Provide support and referral services to *pro bono* attorneys representing Safe Passage Project clients;
- Maintain client files and case notes using the Salesforce database system;
- Assist with grant reporting requirements, including collecting and maintaining required data;
- Research and develop a resource directory for referral sources;
- Work closely with the Supervising Social Worker and the Case Manager on the most sensitive and/or complex cases and support their advancement;
- Provides task management support to MSW students during their field placement;
- Prepare and conduct trainings on the benefits and services available to unaccompanied minors, on vicarious trauma, and on 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 spend 1-2 days per week at our Long Island office in Garden City;

- 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 Google Suite.

Salary: \$45,000+ depending on experience.

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 and strongly values a diverse work environment. Women, people of color, LGBTQ people, veterans, and people with disabilities are encouraged to apply. Safe Passage Project invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and practice.

All interested applicants must email a cover letter, resume, and two to three references to jobs@safepassageproject.org. Incomplete submissions will not be considered. Please use the subject line "Social Worker" in your email.