



Brooklyn Community Services

**Position:** **Housing and Employment Case Manager**  
**Program/Department:** Prospect Plaza & Bay Park Family Services  
**Reports to:** Deborah Quiles  
**Work Location:** Prospect Plaza & Bay Park Family Services in Coney Island  
**Hours:** Full Time

**Position Summary:**

BCS provides services to the residents including case management, job readiness and counseling. These locations also offer Family Support Services, which include financial literacy and health and wellness programs enabling BCS clients and residents from the surrounding community to enhance children's and family emotional, social and physical well-being.

**Responsibilities:**

- Provide case management and needs assessment to residents
- Provide counseling and mental health referral services
- Provide referrals for Legal Guidance and Housing support
- Assess and provide individual relief
- Evaluate and provide employment support for residents.
- Participate in agency wide groups and meetings as required.
- Assist with development of funding proposals as needed.
- Other tasks as may be required.

**Qualifications:**

- Bachelor's Degree in social work, human services, psychology
- Computer literate
- Bilingual in Chinese or Spanish

**Contact:**

Email Resume and Cover Letter to:  
Emily Rios, Division Director – Early Childhood Education  
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