



Position: **Social Work Supervisor**
Program/Department: Transitional Living Community (TLC)
Reports to: Program Director
Work Location: East New York Brooklyn
Hours: **Full Time**

Position Summary:

TLC is a transitional living community for mentally challenged homeless women. Social Work Supervisors work with other staff to ensure that our clients are prepared for permanent housing by developing rapport with clients, streamlining intake procedures, scheduling case management meetings, and helping clients to build their personal social and economic safety nets .

Responsibilities:

- Provide supervision to program Case Managers and Case Aides
- Escort clients to housing interviews and move outs
- Schedule regular meetings and engage clients to ascertain needs.
- Assure that all clients have access to primary care physicians and specialized care as needed.
- Assume responsibility for collecting health care data on all clients, in collaboration with their primary Case Managers, and enter medical data into the clients' electronic health records.
- Make referrals to BCS Health Home, BCS PROS and BCS Clubhouse and coordinate services for mutual clients.
- Participate in case conferences with TLC team, offering clinical observations and recommendations for individualized behavioral strategies.
- Complete progress notes, psychosocial histories, and treatment plans/reviews, and track health-related data using Foothold AWARDS.
- Update client demographic and other data including discharges in AWARDS in a timely manner.
- Supervise staff in the completions of Case Notes and Independent Living Plans in CARES, and immediately report all placements to Supervisor to ensure entry into CARES within 24 hours.
- Schedule appointments for physical exams and meetings with the TLC psychiatrist, and follow up to obtain results of physical exams for integrated care.
- Link clients with SSI, Public Assistance, mental health clinics and other community resources and document referrals.
- Submit 2010E in HRA database.
- Establish connections with Housing providers. Assure an adequate number of housing placements from caseload, with a focus on long-term stayers and Chronically Homeless individuals.

EQUAL OPPORTUNITY EMPLOYER



- Prepare for case conferences and report pre-placement activities to Supervisor
- Coordinate with Voc/Ed Specialist to assure that service plan goals are being met.
- Provide weekly document minimum monthly follow-up services to placed clients.
- Participate in agency wide groups and meetings as required.
- Assist with development of funding proposals as needed.
- Perform other duties as assigned by the TLC Program Director.

Qualifications:

- Master's degree in Social Work, Mental Health Counseling;
- Minimum one year experience with homeless and/or mentally disabled populations is required.
- Bi-lingual in Spanish is preferred.

Contact:

Please send resumes and cover letters to:

Adrienne Terry, MHS Program Director

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