



Holiday Per Diem Social Service Worker
Women's Mental Health Shelter

B.A. Required or relevant experience; Providing Critical Direct Social Services to Clients

Given our 24 hour, 365-day program, we are seeking Social Service Workers who can work evenings, nights and weekends in addition to some holidays.

Lenox Hill Neighborhood House, widely recognized as one of New York's premier human services providers, is a 124-year-old settlement house that provides an extensive array of effective and integrated services--social, educational, legal, health, housing, mental health, nutritional and fitness--which significantly improve the lives of 15,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our constituents include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and thousands more. Our programs--staffed by social workers, educators, public interest lawyers, case managers, advocates and many, many others--include an Early Childhood Center, RealArts After School Program and Summer Camp, Women's Mental Health Shelter, permanent supportive housing residence, two Senior Centers, transportation program for frail seniors, caregivers programs, social adult day program, case management program for frail seniors, transportation program, Food Services, Legal Advocacy Department, Visual and Performing Arts, Fitness & Aquatics, Adult Education and more. For more information on Lenox Hill Neighborhood House, please visit our website at www.lenoxhill.org.

Located on the Upper East Side of Manhattan in a landmarked building, Lenox Hill Neighborhood House's Women's Mental Health Shelter at the Park Avenue Armory is a 24-hour program that addresses the critical issues facing 80 homeless women age 45 and over with histories of mental illness. The Shelter relocated within the Armory to a specially designed renovated space. Our program focuses on offering mental health services to our clients as we assist them in securing permanent housing and we seek exceptional staff to help us achieve our mission. Through a comprehensive continuum of care and programming that includes social work services, medical and psychiatric care, intensive case management, housing placement, arts and recreation, food and nutrition programs and benefits assistance, our talented, multi-disciplinary team helps clients transition from homelessness to permanent housing.

The Position:

Working as part of an interdisciplinary team, the **Holiday Per Diem** will be a critical part of the operations of the shelter and will provide direct social services to our clients assisting in the creation of a harmonious shelter environment. The **Holiday Per Diem** role will include providing direct service and supervision to clients; assisting clients with the intake process

and identifying priority concerns, assisting clients with problem solving and conflict resolution; greeting and orienting clients while identifying their support needs; managing and documenting incidents clearly with well-written summaries of the events, monitoring the entry of all shelter visitors to the shelter; assisting with clinical support and other administrative tasks as required. The **Per Diem** role will also include, but not be limited to assisting with medication compliance and record keeping, monitoring the facility and managing inventory and escorting clients who need additional support. **Per Diem** will also assist clients with activities of daily living including providing personal care as needed.

Qualifications:

All applicants are required to have a Bachelor's Degree and one year of relevant experience in the field of homelessness, behavioral health and/or substance abuse or residential support is preferred. A bilingual speaker in Spanish is preferred. The successful applicant must possess the ability to relate to diverse populations, have strong computer and writing skills and the ability to communicate clearly and directly. Given our 24-hour, 365 day program, we are seeking Social Service Workers who can work evenings, nights and weekends in addition to some holidays.

Hourly Rate:

\$16.50

Hours:

Required to cover a minimum of 4 Holiday, shown below.

| | | |
|--------|------------------------|-----------------|
| Nov 22 | Thanksgiving | Thursday |
| Nov 23 | Day After Thanksgiving | Friday |
| Dec 24 | Christmas Eve | Monday |
| Dec 25 | Christmas Day | Tuesday |
| Dec 31 | New Year's Eve | Monday |
| Jan 1 | New Year's Day | Tuesday |

To Apply:

Please send a cover letter and resume to shelterservice@lenoxhill.org.