



POSITION DESCRIPTION

Director of Social Services

SUMMARY:

The director of social services will be responsible for the supervision of all case management-based programming and staff at New Bethany Ministries. This includes housing assistance, eviction prevention, and the Elliott Center, all of which blend community partnerships, case management, and financial assistance to help lead clients on a path toward housing and financial stability.

The director of social service is a full-time exempt employee of New Bethany, Inc. The salary will be commensurate with experience and includes all benefits as a full-time employee.

ACCOUNTABILITY:

The director of social services is accountable to the operations director or the executive director in their absence.

SPECIFIC RESPONSIBILITIES:

The director of social services will:

1. Assist in grant writing and reporting for local, state, and federal homeless assistance and prevention funds
2. Manage referrals from MDJ system and self-referral and tenants and property owners
3. Assign cases to the housing assistance team
4. Determine eligibility for financial assistance under currently available assistance programs
5. Develop and implement a landlord engagement plan
6. Develop and maintain community partnerships and a strong referral network to guarantee life skills, benefits acquisition, education, and job assistance (this is the core function of the Elliott Center).
7. Resolve conflicts effectively
8. Attend professional development training
9. Other duties as assigned by the operations director

QUALIFICATIONS:

1. College, graduate degree, or equivalent experience in human services, social work, psychology, public health, or a related field.
2. Demonstrated ability to provide one-on-one case management or coaching.
3. Excellent organizational, writing, communication, and problem-solving skills.
4. Ability to manage challenging situations and crises, work independently and collaboratively.
5. Ability to work flexible hours, including evenings and weekends.
6. Employee may not have an Indicated or Founded Child Abuse Offense.

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