



**East Side House**  
SETTLEMENT  
337 Alexander Avenue  
Bronx, New York 10454  
Tel (718) 665-5250  
Fax (718) 585-1433  
[www.eastsidehouse.org](http://www.eastsidehouse.org)

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**Position Title**

Social Work Supervisor

**Program**

Social Services

**Site/Location**

337 East Alexander Ave, Bronx, NY 10454

**Classification**

Exempt

**Salary**

53,000 – 57,000

**Reports To**

Director of Social Services

**JOB DESCRIPTION**

**Summary/ Objective**

Our Social Service Department is a group of highly skilled social workers that have worked with a variety of diverse populations and provide various services to individuals and families. Our social services department works with all community members enrolled in East Side House's programs. By providing the assistance needed to overcome obstacles and improve their lives, our social services program aims to provide the skills to break the cycle of poverty.

The department services the many programs under the East Side House umbrella, from Early Learning programs to Senior Centers. We also work within School-Based programs and Workforce Development programs. Working in high poverty areas of the South Bronx, our programs seek to empower people of all ages to improve their lives through education, social emotional knowledge and community resources. East Side House recognizes the vibrancy and strength of the populations we serve, and believe that knowledge is the key to economic and civic opportunity. To thrive in these areas Social Services helps to understand the social emotional aspects of the community.

Under the supervision of the Director of Social Services, the Social Work Supervisor, functioning as a collaborative member of a team, will perform administrative and supervisory functions, as well provide referrals, concrete services, and direct services like individual and group counseling services as well as family services to programs on a need to need basis that do not have a social worker on site.



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### **Essential Functions:**

#### ***Under the direct supervision of the Director of Social Services the incumbent will:***

- Promote the vision and direction of the Department of Social Services consistent with East Side House Settlement strategic plan
- Implement departmental goals, and objectives; conduct appropriate services, structures, and reporting systems for the efficient and effective performance of social service
- Carry out structure, regulations, and procedure that align with East Side House Settlement Human Resources interview and hiring process
- Collaborating with other ESH program directors with programs strengths, and challenges that support the strategic planning for expected outcomes
- Actively participate in programming planning team meetings with Deputy Director and Director. Provide suggestions for program improvement and implementation.
- Complete all documentation and Reports required to the Department Director for ongoing data collecting and sustain program goals
- Conduct regular supervision for assign Social Workers; monitor and evaluate performance indicators for assigned Social Workers
- Carry out services to be provided to clients when Social Worker is unavailable and at standards by which delivery will be evaluated. This includes but not limited to intake, individual counseling, concrete services, referral to outside resource, crisis intervention, case conferences
- Oversee Social Service intern program that includes but not limited to orientation of new interns, weekly supervision, ongoing contact with task supervisors, completing required documentation, regular contact with students college advisor, and monthly peer supervision
- Oversee Social Services Training program that includes but not limited to updating training modules, facilitate monthly social emotional trainings to East Side House Staff, assist HR with new hire orientation on required topics, identifying new topics brought to attention
- Oversee and responsible for status and completion of projects, proposals, target numbers, etc as per Program Directors

### **Requisite Education and Experience:**

- Knowledge of: Federal, state, and local public welfare service programs and supporting Legislations, operations of local government, modern management theory and practice as related to supervision and personnel management
- Understanding of principles and practices of performance measurement and process improvement
- Current developments in the fields of Social Services or other Human Service and their impact on the Department's programs
- Principles and practices of organizational development
- Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with residents, staff and support agencies
- Must be able to relate to and work within highly emotional situations at times



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- Must possess the ability to make independent decisions when circumstances warrant such action
- Licensed Master Social Work [LMSW] with at least 2 years of experience teenagers/young adults, and their families.
- Must have successfully completed the 'Seminar in Field Instruction' (SiFi) from an accredited School of Social Work.
- Excellent written and verbal communication skills with a strong teamwork orientation.
- At least one year experience of Supervision experience
- Basic word processing skills required.
- Work week consist of Monday through Friday and must be able to work some evenings and weekends when necessary.

### **Competencies**

1. Collaboration skills
2. Results Driven
3. Communication Proficiency
4. Technical Capacity
5. Teamwork Orientation
6. Bilingual w/Spanish is a plus.
7. Conflict resolution skills

### **Work Environment**

Business casual. This job can operate in many different sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

### **Travel**

Occasional travel is expected for this position.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is generally a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

### **Work Schedule**

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Work days/hours subject to change based on ESH's needs.

### **Send Resume and Cover Letter via email only:**

Andrea Sherwood, Director of Social Services  
East Side House Settlement  
337 Alexander Avenue, Bronx, NY 10454



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**Email: [jobshrd@eastsidehouse.org](mailto:jobshrd@eastsidehouse.org)**

Visit our website: [www.eastsidehouse.org](http://www.eastsidehouse.org)

**Absolutely No Phone Calls!**  
**(Please indicate position title on subject line)**

**We are an Equal Opportunity Employer**

**AAP/EEO Statement**

ESH encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.