

**SUMMIT HOUSING AUTHORITY
PART-TIME INTERIM TEMPORARY
SOCIAL WORKER
JOB POSTING**

POSITION SUMMARY STATEMENT:

The Social Worker is responsible for planning, implementing, and coordinating social service programs to support residents of the Summit Housing Authority. This role involves assessing needs, connecting individuals and families to resources, and promoting stability, self-sufficiency, and overall well-being.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement social service programs tailored to the needs of residents.
- Conduct assessments to identify residents' social, economic, and health-related needs.
- Provide referrals to community resources, including employment assistance, financial literacy programs, healthcare services, and educational opportunities.
- Coordinate and facilitate workshops, training, and support groups to empower residents.
- Advocate for residents by assisting with navigating government benefits, social services, and housing policies.
- Maintain accurate records and documentation of residents' participation and service outcomes.
- Respond to crisis situations and provide short-term interventions when necessary.
- Monitor and evaluate program effectiveness, making adjustments to improve service delivery.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Social Work, Human Services, or a related field.
- Minimum of 3 years of experience in case management or social services.
- Experience working with low-income individuals and families, preferably in housing.
- Knowledge of HUD regulations and social service programs preferred.
- Strong communication and interpersonal skills.
- Willingness for ongoing training and professional development.
- Bilingual abilities (preferred but not required).

To Apply:

Qualified applicants should email their cover letter and resume to Jacqueline Gray, Executive Director, at jgray@summitnja.org . The application period closes on May 13, 2025.

Housing Authority of the City of Summit is an Equal Opportunity Employer