Job Opening: Supervisor of Social Work and Compliance

About Us:
Lutheran Settlement House (LSH) is a non-profit community-based social service organization that serves over 14,000 women, men, and children each year through four program areas: Adult Education and Employment, Domestic Violence, Senior Services and Homeless Services.

Responsibilities:
The Director of Social Work & Compliance ensures case management compliance with Office of Supportive Housing (OSH) contract requirements and serves as the case management liaison between Jane Addams Place (our homeless shelter) and the OSH. This position also ensures the provision of clinically appropriate, trauma-informed social work services to all families living at our homeless shelter. This includes: providing clinical and administrative supervision of social work staff, monitoring resident progress toward established goals and objectives, supervising Data Savings and Fees Administrator to ensure resident compliance with OSH savings and fees requirements, acts as ETO administrator and ensures the successful collection, managing, and reporting of data in ETO software, meeting with internal and external stakeholders to discuss proper usage of ETO, intervening during periods of resident crisis to provide direction and support to social work staff, directs contracting and protocoling process to address resident noncompliance with Jane Addams Place and OSH expectations, facilitating weekly Client Progress Review (CPR) meetings with staff, ensuring that housing packets are completed on a timely basis and are sent to OSH in a timely manner, managing caseload assignment, monitoring compliance with OSH case management standards in Homeless Management Information System (HMIS), compiling data in order to complete OSH quarterly report, and supervising MSW students.

Qualifications:
A Master’s degree in social work or related field is required. LCSWs will be considered first and given priority. Demonstrated experience in case management and administrative supervisory skills required. Experience working with homeless populations, supervisory experience, and fluency in Spanish are preferred.

Location:
Philadelphia, PA (University City)

For immediate consideration send your resume and cover letter to David Waterstram, dwaterstram@lutheransettlement.org