



**440 Totten Pond Road, Suite #401 Waltham, MA 02451**

**Bi-Lingual Russian-English Speaking**

**Part Time Social Worker/Case Manager**

**Job Description**

**Mission**

Yad Chessed (meaning “Hand of Loving Kindness”) is a financial assistance agency serving Jewish individuals and families in need across Massachusetts. We provide emergency aid and ongoing support to our clients while preserving their dignity.

Yad Chessed’s mission is to help relieve financial distress of Jewish individuals and families and support them in reaching financial stability. In order to accomplish these goals, Yad Chessed’s social work team supports clients with telephone counseling and by providing them emergency financial assistance, supermarket gift cards and advice about budgeting and other benefits and resources. Since its founding in 1989, the organization has grown from one run by a single volunteer director into a small professional charity with a staff of six professionals and a Board of Directors, all of whom bring expertise as well as compassion to their work.

The primary function of the Russian Speaking social worker/case manager is to assess the needs of applicants for assistance, evaluate for eligibility, and determine the most appropriate help that Yad Chessed can provide. The social worker/case manager will also work with clients to ascertain whether they are receiving all other public and private assistance for which they are eligible, and will collaborate with colleagues within Yad Chessed and at other agencies in order to achieve optimal assistance and to promote sustainability for as many applicants as possible.

Reporting to Yad Chessed’s Director of Client Services, this is a part time position which will ultimately require attendance in the office during regular business hours. Until December 31 this role will not require in-person office attendance, at which time we will reevaluate based on government and public health recommendations.

**Candidates must have an MSW or equivalent social work degree and be fluent in Russian and English.** Three years of experience working in a social service agency providing direct services is preferred. Familiarity with the Jewish community and



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Jewish religious practice is a plus. Work experience related to homelessness, financial crisis intervention, and budgeting/financial planning is important. Experience collaborating with outside agencies and connecting clients with entitlement and aid programs is highly desirable.

This position will give you the opportunity to be part of an outstanding team dedicated to making a significant difference in people's lives by preventing eviction from their homes, putting food on their table, providing heat and other vital utilities, and providing other necessities during critical periods. We are dedicated to improving the quality of people's lives in a compassionate and respectful manner.

### **Responsibilities**

- Maintain a caseload including Russian speaking clients
- Conduct intakes, process applications, develop action plans in conjunction with the social work team
- Assess financial need and make determinations/provide assistance in conjunction with the social work team and the Executive Director
- Work in coordination with agencies both Jewish and secular, dedicated to managing presenting problems and moving individuals and families towards self-sufficiency, and make appropriate referrals
- Maintain up to date records in database (Sales Force) and client files as well as in other programs used by the social work staff
- Participate in social work case management meetings with Yad Chessed social workers as well as staff meetings
- Provide follow up with clients in accordance with specified time frames
- Provide client updates as requested to the Yad Chessed Executive Director and Board

### **Experience working with clients who present with the following issues:**

- Emergency Financial Assistance
- Food Insufficiency
- Housing
- Counseling
- Disabilities
- Public Benefits
- Employment Assistance
- Senior Services



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- Domestic Violence
- Mentoring
- Medical and Dental Care

**Other preferred qualifications:**

- Excellent interpersonal skills in person and on the phone
- Extensive knowledge of community resources for low-income clients
- Ability to set limits, maintain boundaries, and follow/adapt agency policies as needed
- Ability to multi-task and to operate independently and autonomously
- Working knowledge of outcome measurement related to social services
- Excellent written and oral communication skills
- Attention to detail and good organization skills
- Computer skills including familiarity with Outlook, Word, Excel
- Familiarity with Salesforce database a plus
- Ability to analyze data and create reports
- Ability to adhere to client confidentiality and social work ethics
- Familiarity with financial crisis intervention and creative problem solving skills

To apply, please send cover letter and resume to [info@yadchessed.org](mailto:info@yadchessed.org)