

## Support Services (Social Work) Liaisons

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Position Summary

The Fresh Air Fund is recruiting Support Services (Social Work) Liaisons to work on the Community Outreach, Partnerships & Support Services team. In response to The Fresh Air Fund's commitment to ensuring the safety, mental and physical wellbeing of all our families during the pandemic, Off Seasons Support Services Liaisons will work directly with the Community Outreach team to conduct wellness checks via phone calls. This will ensure that families who express the need for resources, will be connected to organizations that provide these resources in their communities. Off Seasons Support Services Liaisons will assist with application completion for families who may have children with special needs or special circumstances. They will help with all aspects of the application processes including communicating with and assisting NYC parents to complete child applications.

This is a position that requires a minimum of 20 hours per week and may require evening and weekend hours. This position is scheduled to begin in April 2021 and will end in late May 2021. This position is fully remote and reports to the Support Services Coordinator.

### Responsibilities

- Review applications for children who may have special needs or special circumstances.
- Communicate with parent/guardian and outreach partners regarding the application process.
- Assist parents to complete applications by service providers as necessary.
- Work collaboratively with the Community Outreach Department on a variety of tasks.
- Conduct presentations regarding summer programs.
- Conduct wellness checks with Fresh Air Fund families via phone calls.
- Other duties as assigned.

### Qualifications

- Pursuing a degree in Social Work (BSW, MSW) or related fields (i.e. Psychology).
- Strong organizational skills and detail oriented.
- Outstanding interpersonal and communication skills.
- Comfort speaking with families and professionals alike.
- Patient and friendly with a high degree of professionalism.
- Strong computer skills.
- Ability to work quickly and accurately.
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL).
- Interest in joining a youth development organization and supporting its mission and vision.

**Employment Period:** April 2021 – late May 2021

**Hours per Week:** 20-28

**Compensation:** \$15 per hour

**Benefits:** None

**Application Instructions**

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. There are multiple jobs listed so please click on the link that says **Spring Administrative & Social Work Positions (Virtual)** to apply for this specific role.

Please note that we are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*