<table>
<thead>
<tr>
<th>Job Title</th>
<th>Social Services Associate</th>
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<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Tahirih Justice Center</td>
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| Job Description         | Conduct social service, mental health, and medical needs assessments for Tahirih clients  
                          • Maintain a case load of up to 15-25 clients  
                          • Provide initial and ongoing crisis intervention and safety planning to clients  
                          • Research information and referrals on housing resources, food banks, counseling, money management, medical, and other social service needs in coordination with Social Services Program Manager  
                          • Ensure a wide range of client needs are met, including assistance with housing, food, transportation, translation, medical and mental health services, education, and assistance accessing public benefits through brief services and case management  
                          • Support advocacy initiatives  
                          • Maintain regular communication with clients through regular calls and in-person meetings to provide follow-up, additional referrals, and to address other non-legal needs  
                          • Collaborate with legal team and social services team to provide holistic, client-centered, trauma-informed services to clients  
                          • Write letters of support for cases upon request  
                          • Maintain clients’ records by inputting case notes, resource information, and progress |
| Qualifications          | 1 – 5 years of relevant experience serving the needs of a diverse population;  
                          • Bachelor’s Degree in Social Work or related field;  
                          • Fluent in Spanish;  
                          • An engaging communicator that can effectively and independently communicate with diverse; audiences and network collaboratively among a variety of stakeholder groups;  
                          • Must be highly self-motivated and driven;  
                          • Must be comfortable in a collaborative, consultative environment;  
                          • Must be committed to nonpartisanship  
                          Preferred experience and/or knowledge about domestic violence, sexual abuse, and human trafficking  
                          • Flexibility to assist clients  
                          • Excellent creative problem solving, strategic thinking, and analytical skills  
                          • Exemplary time management and prioritization skills |
- Sense of humor

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<tr>
<th>Salary/Hours</th>
<th>Annual salary is $33,000 - $39,000, DOE.</th>
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<td>Employer/Agency</td>
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<tr>
<td>Address</td>
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<td>City, State, Zip</td>
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<td>Contact Person</td>
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<td>Contact Title</td>
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<td>Telephone Number</td>
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<td>Fax Number</td>
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<td>Email Address</td>
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**Application Method**
To apply, please email a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three professional references to:

- **Human Resources Department**
- **Tahirih Justice Center**
- **6402 Arlington Blvd, Suite 300**
- **Falls Church, VA 22042**
- **recruiting@tahirih.org**
- **Fax: 571-282-6162**

*The address line of your email application should read: (Social Services)*