SOCIAL SERVICE AND CRITICAL NEEDS SPECIALIST (P/T Position)

ABOUT JEWISH FAMILY & CHILDREN'S SERVICE
The professional staff at JF&CS is dedicated to helping people successfully cope with life's changes and challenges. JF&CS helps thousands of people every year, through career, geriatric, counseling, refugee and immigrant, adoption and foster care, guardian, scholarship, food pantry and critical need services. JF&CS strives to create a caring and respectful environment sensitive to the need for human dignity, privacy and diversity of those served by the agency.

POSITION SUMMARY:
The Specialist is responsible for assisting clients facing multiple barriers to self-sufficiency through the Squirrel Hill Community Food Pantry and SOS Pittsburgh departments of JF&CS. In addition, the Specialist will help clients to access available services and coordinate the provision of services between various community partners and service providers.

QUALIFICATIONS:
Bachelors in Social Work, licensed in the State of Pennsylvania (LSW or LCSW), Master’s Degree preferred. A minimum of 1-3 years’ experience providing case management services for multi-problem households is preferred. Must be able to work with a variety of social service systems. Demonstrated interpersonal, organizational, and communication skills. Ability to work both independently and collaboratively. Cultural sensitivity to the populations served by the Agency.

DUTIES AND RESPONSIBILITIES
1. Provide outreach for SHCFP and SOS through collaborative work with community organizations;
2. Identify families with multiple needs through outreach efforts, telephone interviewing and home visits;
3. Determine eligibility, complete intake and assessment for all new clients for SHCFP and SOS;
4. Respond to the needs of families through the provision of coordination, referral, and support services;
5. Develop individual and family plans of action;
6. Document progress of clients toward addressing needs;
7. Meet regularly with clients in office, home and community settings to address needs and progress;
8. Link clients to appropriate services at JF&CS and other service providers;
9. Work with other service providers to ensure all necessary services are being provided;
10. Attend inter-agency meetings on the clients’ behalf;
11. Maintain up-to-date computer and paper clients’ records to document needs, progress, and outcomes;
12. Attend staff meetings, SOS Committee meetings and other meetings as needed;
13. Assist in development of program outcomes and other measures;
14. Provide coverage of SHCFP services and food distribution efforts as needed;
15. Supervise SHCFP and SOS social work interns and program volunteers as appropriate;
16. Participate in training and development activities including those which would result in increased responsiveness to the clients served and/or increased cultural awareness and those suggested in
17. Complete other duties as assigned by supervisor.

APPLICATION:
Please email cover letter and resume to jobs@jfcspgh.org with “Social Service and Critical Needs Specialist” in the subject line.

Jewish Family & Children’s Service (JF&CS) of Pittsburgh is an EOE non-sectarian, non-profit human service agency providing social service, employment and psychological services to help people through lifecycle transitions and crises. Visit www.jfcspgh.org to learn more.