JOB DESCRIPTION

JOB TITLE: SOCIAL WORKER
DEPARTMENT: FAMILY SERVICES PROGRAM
FLSA STATUS: FULL TIME EXEMPT
REVISION DATE: JULY 2020

POSITION SUMMARY: The Social Worker provides case management along with service and resource coordination in an empathetic manner to Latino community members while being part of the crisis planning and response team. This position requires knowledge of local resources available to the Latino/a/x community in Allegheny county and surrounding areas.

ESSENTIAL RESPONSIBILITIES:

- Demonstrates expertise in accessing social systems by providing resource-specific information to individuals and families, initiating contact with appropriate resources and facilitating the patient / family’s ability to accept referrals.
- Maintain extensive knowledge of federal, state and local assistance programs and community resources that affect families’ needs.
- Successfully utilize interventions such as crisis intervention, psychosocial support, brief goal-directed intervention, MI and/or other appropriate intervention methods that may be appropriate to individual situation.
- Updates job knowledge by participating in community events/meetings, educational opportunities; participating in various training opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Provides accurate, timely and appropriate documentation of all social work interventions in the electronic health record per regulatory policies and procedures.
- Prepare reports by collecting, analyzing, and summarizing results data and trends.
- Create, monitor and evaluate the case plans, options and available services throughout families’ enrollment in services to effectively meet the family’s needs, ultimately to develop life skills, and/or sustain financial stability. Reassess the case plan as status changes or at a minimum of every 30 days.
- Demonstrate appropriate professional practice, maintaining respect for confidentiality and freedom of choice as outlined by the Code of Ethics by the National Association of Social Workers as well as the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors.
- Collaborate effectively with the family services team, families and relevant community resources to develop and implement an individualized case plan.
- Educate and advocate for families to enhance their ability to make informed decisions regarding every aspect of their case plan.
- Attends community meetings that pertain to resources specific to LCC services.
- Advocates with community partners on behalf of clients and families for services, basic needs, and other related issues.
• Works directly with the finance department for proper management and payment of services to landlords and utility companies.
• Cooperates with the leadership team to compile statistics to complete grant and subsidy applications.

**EDUCATION/EXPERIENCE/CERTIFICATIONS:**
• Master's degree in Social Work (MSW) from an accredited college or university required;
• LSW or LCSW eligibility preferred.
• Minimum 2 years’ work experience directly working with the Latino/a/x Community
• Act 33/34 and FBI Clearances and valid PA driver’s license with clean driving record required
• Complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania

**OTHER SKILLS/ABILITIES:**
• Ability to establish and maintain effective relationships with key internal and external clients, and community members
• Must be bilingual in Spanish and English and culturally sensitive to the needs of the Latino/a/x community
• Ability to work independently and within a team; go-getter with a growth-mindset; takes initiative
• Ability to deliver results and establish a reliable track record, prioritize and multi-task
• Communicate effectively in both written and verbal form
• Must possess excellent organizational and data management skills
• Must be flexible to meet with families and individuals at a time most convenient to them,
  including evenings and weekends (Saturdays only)

**COMPENSATION:**
Hours per Week: 40 Hours Per Week
Salary Range: $33,000-$45,000

**ORGANIZATIONAL RELATIONSHIPS:**
Reports to: Director of Family Services
Titles of direct reports: Acts as a mentor to social work interns and/or serves as a field instructor to MSW students.

**WORKING CONDITIONS:** Works in a normal office setting with no exposure to adverse environmental conditions. 1) Will require some traveling throughout Allegheny County conducting home visits to best meet family’s needs; 2) Frequently required to work at a fast pace; 3) Requires considerable concentration and creativity

*Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*