**JOB DESCRIPTION**

| **Title** | SOCIAL WORKER | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Position] | | |
| **Type** | FULL TIME, PERMANENT | **Effective Date** |  |

**Job Purpose**

The Social Worker assist <Organization Name> clients who are affected by issues such as neglect, child abuse, domestic violence, mental health, and parental substance abuse in the communities in which we have a presence. Cases will be handled either over the phone or in person.

The Social Worker will be responsible for assessing clients and gathering pertinent information about their cases, providing crisis intervention, and contacting and referring clients to other agencies and services.

**Key Responsibilities**

Key responsibilities include, but are not limited to:

* Providing mental health counseling to individuals, groups, or families.
* Assessing clients and gathering pertinent information.
* Giving information and assisting clients and their families.
* Conducting preliminary assessments of clients' situations in order to determine their needs and goals.
* Conducting research and advocating for adequate public assistance resources for clients.
* Interacting with clients' care teams.
* As needed, providing crisis intervention.
* Referring individuals to appropriate treatment centers as indicated.
* Making certain that all case files and other records strictly adhere to policies, regulations, and procedures.
* Coordinating treatment plans and maintaining ongoing contact with outpatient providers to ensure patients' ongoing care.
* Participating actively in ongoing training as needed to meet all certification standards and credentialing policies.

**Key Qualifications**

* Bachelor's degree in psychology, social work, or a related field.
* Working experience with clients affected by issues such as neglect, child abuse, domestic violence, mental health, and parental substance abuse.
* Clinical social worker with a license.
* Capable of developing a treatment plan
* Word, Excel, Outlook, and PowerPoint skills are required.
* Understanding of crisis intervention.
* Clear Vulnerable Sector Check.
* Valid driver's license.

**Core Competencies**

* Strong communicator, outstanding verbal and written communication skills
* Ability to pay close attention to what social service clients are saying, understand their points, ask questions, and not interrupt inappropriately.
* Understanding why people react the way they do.
* Ability to weigh the relative costs and benefits of potential social service and health care actions and select the most appropriate one.
* Comfortable using a computer for a variety of tasks.
* Ability to remain calm and empathize with upset clients.

**Working Conditions**

* This position is set in an office environment.
* Some travel may be required.
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required