



Job Title: Bilingual (Spanish/English) Social Worker
Department/Program: Children Youth and Families/Early Head Start
Reports to: Family and Community Partnerships Manager
FLSA: Non Exempt
Status: Full-time
Supervises: N/A

JOB SUMMARY

The Social Worker engages in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths and necessary services and other supports. The social worker has specialized knowledge in social services and collaborates with community agencies; tracks and monitors referrals, social services, client records and case notes, and provide direct social services through case management.

JOB SPECIFICATIONS

Responsibilities/Duties

- Provides home visitations and social work interventions to client families (30-35) families
- Assists in the planning, implementation and evaluation of daily activities/programming
- Facilitates Parent Empowerment Workshops and support groups for families as assigned
- Establishes linkages with other service providers within the institution and/or in the community to facilitate client referrals and coordination of services
- Participates in ongoing in-service training programs, including clinical supervision as scheduled
- Maintains accurate records of activities with families
- Participates actively in case conferences, service area meetings and staff meetings
- Maintains confidentiality of workplace information according to the policies and procedures of the institution.
- In conjunction with Child and Family Advocate, assess risk/need factors that will determine appropriate levels of care, including administration of bio-psycho-social initial assessment and the development of service agreements
- Provides crisis intervention services, as needed
- Provides counseling to clients/families in the program, as needed (individual, couples, family, group).

- Visits clients in their home to establish relationship, assess home environment and provide services
- Participates in team case conferences and in developing intervention plan for client/families
- Conducts intake process
- Provides services to client/families on-site, during home visits, and in various community settings
- Performs other duties as assigned by the Supervisor

Education

- Master of Social Work or Family Therapy
- PA State Social Work License or eligibility

Skills/Experience (examples)

- Knowledge and skills in the following areas: counseling of individuals and families in the areas of HIV and addiction; group process and facilitation; crisis intervention; family-centered care model; maternal and child health; child development (infants and toddlers) and parenting; mental health issues; community resources, knowledgeable of trauma informed systems
- Ability to manage multiple responsibilities in a timely fashion
- Ability to document clients progress, both written and oral in a timely manner
- Ability to work with various staff levels as a co-worker
- Ability to negotiate systems and advocate for clients
- Knowledge of community resources and ability to link clients and coordinate services
- Knowledge and practice of confidentiality and issues of diversity
- Ability to prioritize and work independently as well as cooperatively
- Ability to establish professional limit setting
- Experience with home visitation
- Strong written and verbal communications skills (Spanish/English)
- Skilled in Microsoft Word, Power Point, and Excel
- Able to handle multiple tasks and manage project timeline with a high degree of organizational skill
- Ability to work with a variety of cultures and diverse audiences

Work Environment:

Standard office setting with extended periods at work station and periodic use of office equipment.

Position Type and Work Schedule:

Full time position, typical hours are Monday through Friday 8:30 am to 5:00 pm. Flex office schedule options available with supervisor approval.

Travel:

Local travel to multiple sites and community meetings, conferences and training.

Physical Demands:

Example: ability to transport materials, routinely moves equipment or supplies weighing up to 30 lbs.

Salary and Benefits:

Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance
- 403(b) Retirement Plan, with a company contribution
- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

DISCLAIMER

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains “at will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

The Health Federation of Philadelphia (HFP) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.

TO APPLY:

Send resume and cover letter stating salary requirement to: <http://smrtr.io/qnfgjg>



