PART-TIME CASE WORKER/SOCIAL WORKER

JOB DESCRIPTION

**Summary:**

Manage multiple clients and their individual needs and develop an appropriate plan to provide comprehensive support and assistance.

**Essential Job Duties:**

 Planning, coordinating and implementing support packages to help clients and their families cope in difficult times and overcome dependencies

 Interviewing service users and assessing their current condition, needs, strengths and weaknesses

 Addressing each case as a unit and setting tailored measurable goals

 Plan, coordinate, manage and implement support packages to help clients deal with difficulties and overcome dependencies

 Interview service users and assess their current condition, needs, strengths and weaknesses

 Address each case as a unit and set tailored measurable goals

 Monitor and evaluate clients’ progress and modify treatment plans accordingly

 Offer information and counseling on the best course of action during sessions

 Maintain accurate records and report on clients’ status

 Attend case conferences and provide evidence in court

 Act as a key-worker and cooperate with multidisciplinary teams

 Refer clients to community services to help them in recovery

**Preferred Education and Experience:**

 Proven work experience as a Case Worker or Social Worker

 Working knowledge of social theories and practices

 Social perceptiveness and empathy

 Ability to build and maintain professional helping relationships

 Ability to relate and communicate with diverse population and groups

 Resilience along with ability to assess situations

 Willing to submit to background checks

 BS degree in social work (BSW), psychology or sociology

**Additional Pre-Employment Requirements:**

Valid Driver’s License

Proof of Eligibility to Work in the United States

Basic computer literacy skills

Demonstration of proficiency in verbal and written communication in English

**All candidates for hire must complete a driving record and criminal background evaluation.**