

AGAPE OF NORTH ALABAMA, INC.

JOB TITLE: Social Worker
DEPARTMENT: Social Services
RESPONSIBLE TO: Director of Social Services

CLASS: Professional
FLSA: Exempt
SUPERVISES: N/A

This job description supersedes any prior description for the Social Worker position at AGAPE of North Alabama, Inc.

DEFINITION:

The individual who fills this position will be a professional Social Worker. The duties of this position will require an advanced knowledge of Social Work, customarily acquired by a prolonged course of specialized intellectual instruction in Social Work. (This work will be predominantly intellectual in character, varied and will require the consistent exercise of discretion and judgment, as distinguished from performance of routine mental, manual, mechanical or physical work.)

Generally, Social Workers will use their advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances. Specifically, they will be responsible for assessing an applicant's need for social services, for developing a service/treatment plan for their clients, and for providing direct delivery of OR referral for services which will help clients move toward mutually established goals. These services may include (but will not be limited to) family counseling, foster care and adoptive services, arranging for guardianship or other protective placement, arranging for clinical services and enabling persons to remain in, or return to, their own homes.

Therefore, Social Workers at AGAPE of North Alabama, Inc. will be required to have at least a Bachelor's Degree in Social Work (BSW) from an accredited four-year university AND he/she will either be licensed at at least the LBSW level OR will be licensed within twelve months of his/her "hire date."

Social Workers are under the general supervision of the Director of Social Services and the Executive Director of AGAPE of North Alabama, Inc., and his/her work will be evaluated through analysis of individual achievements and through periodic conferences with his/her supervisors.

Social Workers are considered professional level in nature and are therefore defined as overtime-exempt by the Fair Labor Standards Act. While it should be the goal of each Social Worker to complete his/her work in 40 hours per week, it should be understood that, when necessary, that number will be exceeded without additional compensation.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the listed examples cover all of the duties which may be performed.)

Identifies and evaluates problems or needs a client is experiencing (particularly those which would impede the client's economic self-support or social self-sufficiency) to determine the appropriateness of and/or eligibility for financial assistance or other services.

Counsels client concerning feelings and attitudes regarding current problems or needs.

Develops case plans in such areas as family life, household management, social and emotional blocks to employment or effective social functioning.

Acts as an advocate, intermediary, or interpreter between the client and the agency in relation to services, needs and goals.

Provides transportation for clients to receive needed services when required and possible.

Acts as a "liaison" with other agencies; encourages client participation and evaluates effectiveness of referrals.

Meets with workers of other agencies or church and/or community groups as needed to maintain positive interagency and public relations.

Interfaces with county, state and federal agencies relevant to social service and agency operations when necessary.

Receives, evaluates, and places children in licensed and approved foster homes when appropriate.

Foster care/studies - Conducts home studies/updates/safety checks of foster and/or adoptive applicants and recommends foster and/or adoptive parents for approval or disapproval.

Completes necessary forms, maintains and documents records to provide information to state, county, contract providers and vendors.

Identifies gaps in agency and community resources; recommends changes in rules, regulations, or procedures as appropriate.

Performs other work-related duties as assigned, including (but not limited to) assistance with public relations and fundraising events.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles, practices, policies and techniques of social work.

Considerable knowledge of factors affecting a child's behavior patterns (e.g., stages of development, disabilities).

Considerable knowledge of factors affecting adult behavior patterns (e.g., family disruption, discrimination, problems of the poor, unemployed or disabled).

Working knowledge of provisions of local, state and federal laws pertaining to child welfare programs.

Working knowledge of court procedures relating to guardianship, illegitimacy and similar situations affecting services to children.

Knowledge of current social and economic problems common to the area.

Ability to establish and maintain effective relationships with children and adults, volunteers, supervisors, the public and various county, state and federal officials and agencies.

Ability to understand and follow instructions, both oral and in writing (English).

Ability to express ideas clearly and concisely, both orally and in writing (English).

Ability to ascertain facts by interviewing individuals, examining records and general observation.

Willingness to accept supervision and consultation to increase professional competency.

PHYSICAL REQUIREMENTS

The work of the Social Worker is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping and lifting books or files of approximately 10 pounds or less. Work may include extended periods of time viewing a computer monitor and/or operating a keyboard.

Work will include the operation of a motor vehicle, so a valid Alabama driver's license and a driving record acceptable to the agency's insurers, as well as auto insurance as required by State law, is a requirement.

MINIMUM QUALIFICATIONS AND TRAINING

Graduation from an accredited four-year college or university with a degree in Social Work.

Licensure in accordance with Alabama state laws, i.e., LBSW. While licensure is not required at the time of hiring, it will be required within twelve months.

Experience in family and children's services is desired, but is not a requirement to apply for this position.

Knowledge of community resources and ability to work in a collaborative role; ability to convey information and ideas verbally and in writing; proficiency with computers; clearance with Alabama Department of Human Resources Child Abuse Registry; ability to work a flexible schedule; the ability to perform CPR and First Aid, as required.

This job description does not create an employment contract, implied or otherwise.