Immediate Job Opening

Job Description: Social Worker, Full-time
Salary: $30,000-$32,000

Qualifications:
Minimum Bachelors in social work or related field. LSW eligible preferred and one year experience working with at-risk families. Drivers’ license, reliable transportation, and ability to be insured (i.e., no major or DUI offenses in last five years). Working knowledge of office equipment and computer software, including Microsoft Word and Excel and email. Ability to work some weekends and evenings. Satisfactory criminal and child abuse record.

Job Duties and Responsibilities:
Under the direct supervision of Gladden’s Family-to-Family Site Coordinator, the Social Worker:
• Makes contact and/or enroll clients who are referred to the Agency. This includes:
  1. Interviewing potential clients, conducting an assessment of their strengths and needs and determining their eligibility for TANF and other resources/benefits;
  2. Enrolling clients as applicable;
  3. Working closely and communicating with FCCS, schools, and/or other community partners in developing/transitioning referrals, and attending FCCS Family-to-Family meetings with collaborative partners and FCCS staff as applicable

• Conducts an assessment of barriers and then establishes an individualized case/care plan with goals to address those barriers to self-sufficiency and personal development. This includes:
  1. Regularly reviewing and updating assessments and plans;
  2. Completing a youth matrix on after-school participants, if applicable;
  3. Attending 90 or 120-day review meetings and other conferences as applicable;
  4. Reporting suspected instances of abuse or neglect as applicable;
  5. Intervening in crisis situations.

• Implements individualized case/care plan. This includes:
  1. Regularly contacting Agency and other community service programs for follow-up with clients/participants;
  2. Regularly contacting parents/guardians and participants/clients – including through home visits, after-school programs and day care programs – to discuss needs/concerns regarding resources for children and assist them with achieving goals of case plan;
3. Providing information and coordinating referrals to community and Agency resources;
4. Assisting participants/clients with appointments, referrals, shopping and any other issues or concerns;
5. Maintaining effective and efficient communication with families, schools and other service providers as necessary, including following up with teachers and parents/guardians if there are behavior or other related issues/concerns;
6. Providing direct and indirect services as required by the applicable contract and State of Ohio Counselor and Social Workers Board;
7. Attending court hearings as necessary;

• Timely collect and monitor data of each step in process, services, activities, progress and other outcomes as required by grants, funders and other contracts. This includes:
  1. Submitting monthly billing information to supervisor for timely submission to funders;
  2. Maintaining complete client files on ongoing basis in compliance with funding and other contractual requirements;
  3. Submitting reports as required.

• Making presentations to community organizations about the Agency;
• Managing crisis intervention when needed;
• Attending Agency and other community meetings as assigned;
• Participating in professional development and educational activities;
• Performing special projects and other tasks as assigned.

Send resume to: Mardi Ciriacro, LISW-S, Site Coordinator, Gladden Community House, 183 Hawkes Avenue, Columbus, Ohio 43223, phone (614) 227-1614, fax (614) 227-1648, e-mail: mardiciria@aol.com.