

POSITION/TITLE	SOCIAL WORKER	FLSA STATUS CLASS	Exempt
GROUP	PROGRAMMING	DEPARTMENT	Programs & Services
REPORTS TO	Director of Programs & Services	FT/PT STATUS	FTE
SALARY RANGE	\$35,000 to \$70,000	GRADE	4
PRIMARY LOCATION	Greater Pittsburgh Area	DIRECT REPORTS	0

*Sarah Heinz House's mission is to empower all kids to **Laugh, Learn, and Lead.***

DISCLAIMER: The information presented indicates the general nature and level and work expected of employees in this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all job duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

The Social Worker for the **Sarah Heinz House** (SHH) is responsible for working with all staff to cultivate an environment where the children that the organization serves can thrive emotionally. This position is responsible for supporting students and advocating for their emotional, mental, and physical wellbeing. Their duties include counseling members, connecting at-risk youth with helpful resources, and developing individual behavior plans when additional support is required.

Their duties include meeting with members and their support systems to discuss recent successes or setbacks to their situations, developing treatment plans for members with emotional challenges or members recovering from traumatic events and frequently communicating with members to ensure their physical and mental health.

The employee will serve as a positive adult role model while maintaining a positive professional relationship with members, parents, volunteers, staff, and the community. **This position reports to the Director of Programs & Services while collaborating closely with the C.E.O.**

ESSENTIAL FUNCTIONS

Programming

- Promoting the general well-being of all members
- Working with outside agencies, i.e., Center for Victims to provide support to families
- Offering mentoring and suggestions for Program Directors and other SHH personnel
- Developing and providing crisis intervention strategies to improve member success
- Working to maximize coping skills for students in difficult situations
- Collaborates on curriculum content creation for Keystone Leadership Club
- Works with Programming Staff and other appropriate staff to develop behavior support plans for members, as appropriate
- Incorporates diversity, equity, and inclusion (DEI) into work with members, families, and staff
- Consults with Program Directors, Quality and Improvement Manager, and other staff members as appropriate to cultivate a mutual understanding, culture, and teamwork; infuse DEI into organizational culture
- Attends staffing meetings

Human Services

- Maintains a professional awareness of regulations regarding child welfare, by having a working knowledge of state law, policy, and administrative regulations; inform staff of best practices when appropriate
- Provides and/or coordinates individual and group counseling programs for members whose needs may include social dysfunction, excessive fear and anxiety, chemical use disorders, or other developmental challenges
- Maintains professional awareness of factors (familial, social, political, societal, environmental, internal) impacting members well-being, address with members and staff as appropriate and necessary

- Promoting the general well-being of students
- Working with outside agencies to provide support to families
- Works with members and/or their families individually or in groups regarding personal problems related to such crises as child abuse and family emergencies
- Developing and providing crisis intervention strategies to improve student success
- Working to maximize coping skills for students in difficult situations
- Maintain member behavioral files and records in electronic and paper form
- Maintains case records to promote effective delivery of services, including behavioral support plans for referred members
- Incorporates Social Emotional Learning competencies into individual and group sessions
- Maintains and continually updates a directory of referral services to be utilized in crisis situations affecting members
- Serves as a liaison between appropriate social service, schools, and community agencies and the Sarah Heinz House
- Ensure compliance of required clearance for employees and volunteers.

Perform all other duties as assigned.

CORE COMPETENCIES

STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS
EFFECTIVE TIME MANAGEMENT
DISPLAYS INTERPERSONAL EFFECTIVENESS
RESULTS AND OUTCOMES FOCUSED
ABILITY TO DEVELOP CREATIVE SOLUTIONS TO CHALLENGING SITUATIONS
PROACTIVE AND POSITIVE ATTITUDE
ABLE TO SET BOUNDARIES
PERCEPTION AND ACTIVE LISTENING
EMPATHETIC YET OBJECTIVE

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Licensed Master of Social Work (LMSW) to a Licensed Clinical Social Worker (LCSW), from an accredited college or university or related field or 5 years of equivalent experience.
- Act 33/34 and FBI clearances required. National Criminal Background Check; National Sex Offender Registry; Pennsylvania Criminal Background Check and PATCH
- Must provide proof of full COVID 19 vaccination status.
- CPR/AED (OTJ provided)
- First Aid (American Red Cross) (OTJ provided)

PREFERRED SKILLS

- Proficient with technology on a variety of platforms e.g., Microsoft Office Applications, social media (LinkedIn, Twitter, etc.), Zoom, Collaboration Tools (Confluence, Boxed, etc.) and HRM

Reviewed By:	UM, LB, & BB	Date:	9.22.22
Approved By:	Interim Executive Director	Date:	9.23.22
Last Updated By:	Demeshia Seals	Date:	9.23.22