CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: Changing lives, building families, strengthening communities.

Job Description: Project Independence Social Worker

Employee name: _____ ID#: _____ Date:_____

Reports to: PI Program Director **Supervises:** Number of direct reports __

□Exempt □Full Time **Date of Hire:** _____

□Nonexempt □Part Time **Length of time in current position:** ____ months ____ years

Select one of the following: □ New Hire/New Position □ 6 Month Performance Review □ Annual Performance Review

Job Requirements

Summary: This position is responsible for providing counseling and case management services for all components of the program.

Minimum Education: Master's Degree in Social Work.

Minimum Work Experience: One year in child, youth, and family services.

Required Licenses/Certifications: LMSW. Valid Alabama driver license and auto insurance minimum liability 100/300.

Required Skills, Knowledge, and Abilities: Good communication and problem solving skills. Computer proficiency. Ability to respond calmly and non-judgmentally to others, including persons in crisis. Ability to work with a team while evidencing ability to think critically. Ability and commitment to providing services utilizing a Positive Youth Development and Trauma Informed Care model. Ability to provide services in a culturally sensitive manner. Ability to plan and carry independent work when directed by the Program Director. Ability to demonstrate cultural and socioeconomic proficiency. Understanding of trauma informed care.

Required Internal Certification/Trainings: Bi-annual TB skin test/medical report

List any physical requirements: Travel, some overnight.

Essential Functions of Position

1. Attends weekly staff meetings, optional conferences, and other selected special events as needed; attends staff meetings and All-Staff meetings.
2. Maintains current and accurate program documentation; provides intake, assessment, placement and outreach for RHY; assists other program staff in program development, implementation, and evaluation; completes and submits all reports, casework, and paperwork in an accurate and timely manner.
3. Inputs Intake paperwork, face sheet, and other needed information from interview/intake into ETO.
4. Provides all services with a positive youth development and trauma informed approach; serves as leader of the youth/family team through the individual planning process with the program participants; provides independent living skills development through weekly one-on-one sessions, coaching and modeling to all program participants; provides case management services for all TLP components; conducts and documents client interviews to resolve behavior management issues; provides education on basic life skills.
5. Provides crisis intervention and support to program participants, their children, and families; ensures program participants are connected to the aftercare component for a period of one year after discharge.
6. Rotates primary on-call duties with PI Staff; provides secondary on call supervision; works a flexible schedule to accommodate client and program needs; ensures support/skills training groups are facilitated and guest trainers are secured.
7. Provides transportation as needed to essential services such as medical appointments, meetings with service providers, DHR visits etc.
8. Collaborates on needed write-ups as needed with at least one other PI Staff member.
9. Facilitate parenting and independent living groups with participants
10. Assists Program Director in gathering info for program grants; assists Program Director with the preparation of contract renewals as needed.
11. Supervise interns during their work with the participants and signs off on interns work product.
12. Coordinate quarterly Youth Advisory Council (YAC) meetings with assistance from Program Director to keep former clients engaged and facilitate learning and relationships between current and former PI clients.
13. Conducts program and community awareness outreach activities for youth; keeps abreast of trends in teen parent services, homeless youth services and transitional living programs; makes presentations at conferences and professional meetings as needed.

14. Participates actively in the agency PQI process and serves on agency committees as nominated.
15. Serve as the primary advocate on behalf of clients during legal proceedings, including ISPs, court proceedings, PFA filings, and related legal matters.
16. Work alongside Life Skills Coach to develop, implement, and monitor individualized aftercare plans that address their specific needs, goals and challenges transitioning out of PI. These plans should focus on providing support in areas such as housing, employment, education, parenting and life skills.

Employee Signature	Supervisor Signature	Date