



Job Description Social Worker

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping & inspiring them to fulfill God's plan for their lives.

SUMMARY/OBJECTIVE: The position of Social Worker provides advocacy and access to services on behalf of clients and their families. In addition, the Social Worker will maintain records, relay information, and help with other tasks as assigned. Duties will be performed in compliance with the National Association of Social Workers' Code of Ethics.

REPORTS TO: Director of Therapeutic Programs

JOB CLASSIFICATION: Part-Time (20 hours)

DEPARTMENT: Program Services

SUPERVISES: None

ESSENTIAL FUNCTIONS:

- Exemplify a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of Bethel Bible Village's mission by complying with the Bethel Bible Village Standard of Conduct setting an example, in words and actions that are consistent with the values and beliefs of Bethel Bible Village.
- Be a Christ-like role model.
- Maintain prompt and regular attendance.
- When possible and applicable attend and volunteer at Bethel events and activities.
- Work with students, families, and appropriate community agencies to coordinate and facilitate services for students.
- Advocate for students.
- Work and coordinate closely with school principal and understand school climate, schedule, policies, and procedures.
- Participate in planning treatment plans, dispositional and discharge plans.
- Attend and testify at court proceedings as needed.
- Attending staff, team, and department meetings, as needed.
- Attending in-services, staffing, and other meetings with the supervisor's approval.
- Actively participate in a team review of records.
- Facilitate outside therapies such as equine and pet assisted.
- Attend court and other appointments for students, as necessary.
- Develop and maintain student case records, plans, and reports.

- Participate in the intake/admission process/meetings.
- Take notes at student meetings.
- Discuss consequences with the students and suggest alternative behaviors.
- Review daily agendas to monitor students' progress.
- Distribute copies of report cards and Individual Program Plans (IPP's) to parents or guardians.
- Plan and facilitate social emotional learning and independent living groups.
- Dialog with families about diagnosis and medication needs and concerns.
- Develop and facilitate Parent Education classes/groups for families.
- Participate as a member of the treatment team in student interventions.
- Collaborate/partner with community resources to provide access to events/activities for the students.
- Communicate with parent/guardians.
- Provide crisis intervention and safety assessments as needed.
- It is expected that professional and technical knowledge will be maintained by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Coordinate financial aid and college planning services with principal and Director of Therapeutic Programs.

MINIMUM REQUIREMENTS

- *Spiritual:* Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.
- *Education:* This position is title protected and requires a candidate with a Master of Social Work (MSW) degree.
- *Requirements:* The minimum age requirement for this position is 21 years of age. A candidate must successfully pass a drug screen, TB test, and physical exam.
- *Specific Skills/Requirements:* One year of professional social work experience with students, required. Effective oral and written communication skills, and excellent interpersonal skills are required. Strong assessment skills, problem solving, advocacy skills, critical thinking, and ability to prioritize needs and workload required. Previous computer experience preferred. Experience with students impacted by trauma and family crises who may have emotional and behavioral struggles highly preferred.
- *Specialized Knowledge, Licenses, etc.:* A valid driver's license is required.

PHYSICAL REQUIREMENTS- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently sits for several hours.
- Frequently climbs stairs.
- Often responds to the phone and communicates with staff and residents.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to ten pounds when stocking supplies.
- Occasionally operates a vehicle.

- Visually, audibly, or by scent will identify probable emergency situations within the cottage.

OTHER DUTIES:

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____