



INTACT FAMILY SERVICES, SOCIAL WORKER

JOB TITLE: Intact Family Services, Social Worker	SALARY RANGE: S-16 (Bachelor's) and S-22 (Master's)
REPORTS TO: Intact SW Supervisor, or Equivalent	EXEMPT/NON-EXEMPT: Exempt
DEPARTMENT: Family Strengthening	EEO-1 Category: Professional

Bethany Christian Services strengthens and equips families to be the answer for vulnerable children, both in local communities and around the globe. We do this by protecting children, empowering youth, and strengthening families through quality social services. Thousands of children are in need of the support and safety that comes from being part of a family. Bethany is on the front line of providing solutions.

As an Intact Family Services – Social Worker, you will assist the program with providing intensive in-home case management as well as 24-hour response to emergencies.

Intact Family Services purpose is to maintain and strengthen family units, by providing in-home services designed to prevent children from entering the foster care system. This program works with family strengths, monitors the family dynamics, provides linkages to community resources, assists with housing or school issues, and provides information regarding child development and age appropriate behavior and discipline as well as general case management services. Emphasis is on child safety and keeping the family together.

This position is expected to function effectively with moderate supervision while following the guidelines given on procedures, along with agency, federal, and state regulatory requirements.

ESSENTIAL JOB RESPONSIBILITIES:

- Conduct house visits to meet with families at various hours of the day and during on call duties as scheduled in some neighborhoods categorized as potentially high-risk;
- Serve as a resource of information between all parties involved in the case and identified stakeholders regarding medical, educational and mental health providers;
- Conduct visits with children, parents and/or caregivers that include the on-going assessment of child safety, permanency and well-being;
- Develop and implement a plan that meets the needs of the children and the family;



- Perform case management responsibilities in accordance with state and federal laws, Department of Children and Families Administrative Codes and Operating Procedures, funding source policies and internal policies on child abuse, abandonment, and neglect within required timeframes;
- Attend court hearings, prepare and file all court documents within required timeframes;
- Travel on a regular basis to external parties;
- Demonstrate flexibility with working hours outside of the normal business hours to meet the needs of the role to include some evenings and weekends, as needed;
- Complete other duties as assigned.
- **Other:**
 - May be required or asked to participate in a Bethany sponsored donor engagement event.

QUALIFICATIONS, SKILLS, KNOWLEDGE AND ABILITIES

- Bachelor's degree in Human Services or equivalent field of study from an accredited college with at least three (3) years of subsequent experience in a child and family welfare agency or a Bachelor's degree in Social Work from an accredited college with at least two (2) years of subsequent experience in a child and family welfare agency;
- Master's degree in Social Work or equivalent field of study from an accredited college with at least two (2) years of subsequent experience in a child and family welfare agency, preferred;
- CWEL and CERAP certification strongly preferred; but if not obtained already, must be willing and able to complete and obtain upon hire;
- Must possess the ability to engage, develop, and maintain positive community relationships with a diverse group of individuals;
- Demonstrates excellent assessment, therapeutic and crisis intervention skills;
- Excellent verbal and written communication skills;
- Work well under pressure and adaptable to change;
- Computer and typing skills sufficient to perform essential job functions;
- Must have an ability to work flexible work hours to include some evenings and weekends;
- Active motor vehicle license and a reliable automobile with adequate insurance coverage;
- Pass a criminal history screen, including state and local child protection agency registries;
- Subscription to and integration of the agency Statement of Faith, Mission Statement, and Cultural Diversity Commitment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT



- Regularly required to talk and/or hear
- Occasionally required to stand, walk, or sit; use finger dexterity, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally required to move or lift items up to 25 pounds in weight
- Primarily office based, but frequently required to travel to external parties
- Routinely exposed to typical office noise levels and/or exposure to various weather conditions

Employee Name: _____

Employee Signature: _____

Date: _____