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ADVENT
GROUP MINISTRIES
Group Homes
Foster Homes
Counseling

JOB DESCRIPTION

POSITION: SOCIAL WORKER I

DEPARTMENT: RECOVERY HOMES

EMPLOYMENT STATUS:

☒ Regular
☐ Temporary
☒ Full-Time
☐ Part-Time
Regular hours worked: 40+ per week
☒ Exempt ☐Non-Exempt

REPORTS TO: RECOVERY PROGRAM DIRECTOR

PURPOSE:

The purpose of the social worker is to ensure that appropriate treatment services are provided to clients in accordance with established social work guidelines.

ESSENTIAL DUTIES:

- Interviews potential clients and coordinates placements into the program
- Provides for approved orientation of all clients
- Develops individual needs and services and Treatment plans for each client assigned, in collaboration with the placement worker
- Monitors progress through observation and reports by the resident staff
- Provides leadership to all treatment team members, to ensure that the treatment proscribed in the Treatment Plan is carried out
- Provides individual counseling to each client on a weekly basis and as needed
- Provides counsel to the family
- Provides group counseling to clients on at least a weekly basis and as needed
- Continually assesses clients to identify their changing needs
- Prepares a quarterly progress report for each resident, and submits copies of progress reports to the placement workers
- Reports to placement agents for monthly case reviews
- Coordinates group counseling on a daily weekday basis
- Facilitates group counseling at least weekly (subjects include recovery, drug abuse, self esteem, life skills, communication skills, etc.)
- Encourages appropriate parental involvement by making initial call, formulating their involvement plan with their child, assessing family counseling needs and coordinating family counseling
- Facilitates parenting education and support group
- Coordinates and plans for aftercare
- Develops a discharge plan for each client
- Is on-call for crisis intervention
- Monitors individual supervised and unsupervised outings and visitors, and approve overnight visits

- Participates in and provides staff training, staffing, and committee meetings as assigned
- Submits, by the third of each month, a written report to the Administrator regarding program accomplishments, new or continuing problems, etc.
- Attends work-related conferences and seminars

MINIMUM REQUIREMENTS:

- Master's degree in Social Work; or Marriage, Family and Child Counseling from an accredited college or university
- Must be LCSW, LMFT, registered intern with BBS, certified Alcohol and other drugs counselor, or registered to obtain such certification within 6 months of hire date.
- One year clinical experience with adolescents and experience in case management preferred
- Ability to do essential duties
- Sobriety
- Current Certification in First Aid Training (within one month of employment)
- Access to a reliable and insured vehicle
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Negative TB test
- Good physical health (provide proof via physical exam)

KNOWLEDGE AND ABILITIES:

- Addictions, mental health issues, and issues relating to abuse and neglected adolescents
- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or Al-Anon
- Principles and techniques of individual and group treatment of delinquent, emotionally disturbed and chemically dependent youth
- Departmental and agency policies
- Diverse racial and cultural characteristics of clients and how these characteristics impact group care
- Characteristics of the client population of Advent
- Basic investigative and interviewing techniques and procedures
- Report writing
- Availability of community service and resources
- Principles and practices of counseling
- Group counseling leadership principles and techniques
- Refraining from co-dependency and Enabling behaviors
- Counseling addicted residents and evaluate their readiness for movement to a less restrictive level of care
- Establishing and maintaining cooperative relationships with those contacted during the course of work
- Analyzing situations accurately and taking effective course of action
- Speaking and writing effectively

SPECIAL PERSONAL CHARACTERISTICS:

- Emotional maturity and stability
- Empathic and objective understanding of the problems of this client population
- Honesty
- Integrity
- Tact
- Patience
- High Judeo-Christian moral standards
- Sensitivity to client spirituality in accordance with the Twelve Steps of Alcoholics Anonymous
- Neat personal appearance
- Keenness of observation

- A continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules, including weekends and holidays, and to report for duty at any time emergencies arise
- Sound physical, mental and emotional condition
- Willingness to travel

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

Felony Disqualification: Persons convicted of a felony are not eligible to be appointed to positions of this class.

Background Investigation: Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

Medical Requirement: Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

I have reviewed and determined that this job description accurately reflects the position.

Program Director signature	Date	Employee signature	Date
	2/14/12		