



**BOYS & GIRLS CLUBS  
OF SOUTHERN ILLINOIS**

**Job Description**

**Title: Social Worker**

**Supervisor: Coordinator of Social Work Services**

**Status: Full Time, Non-Exempt**

**Position Summary**

Under the direction of the Coordinator of Social Work Services, the Social Worker provides social work services to their assigned site. These services are provided to members and member families using various social work methods, including individual, group and family counseling. These functions are performed under supervision yet require the ability to exercise independent and sound judgement. The social worker will provide psychosocial services and crisis intervention as necessary.

As a Core Team member, the social worker will help guide and administer social work services at BGCSI, as well as long range planning and goal directed action. The social worker needs to exhibit a high level of leadership, initiative, and responsibility in their job performance.

**Qualifications**

**Education:** Bachelor Degree in Social Work, and a minimum of two years' experience with youth, or enrolled in a college program in the field of education or related area with a minimum of two years' experience working with youth.

**Experience:** Experience in social work methods and interviewing skills, developmental knowledge of social/emotional needs of youth aged 5 – 18.

**Skills:** Must have a strong understanding of social/emotional development of school aged youth, have excellent leadership ability, communication skills, computer skills, organizational skills, and must be a positive, energetic, and dependable role model and team player.

## Environment/Working Conditions

This position has a high level of engagement with children, families, and the general public. Hours for this position are generally from 8:00 am to 5:30 pm with monthly training and weekly staff meetings. There is the potential for some weekend and evening hours.

## Duties and Responsibilities

Essential Functions:

- Assesses the social and emotional needs of youth.
- Provides direct counseling/social services to members referred by self, school officials and other ancillary staff.
- Tracks and follows up on all referrals.
- Coordinates social work services and youth referrals between the program and other agencies providing social and educational services in both the Club site and local community.
- Establishes referral network/linkages with outside agencies for both members and parents.
- Participates and occasionally presents at staff meetings, trainings, parent education programs, and etc.
- Serves as an advocate for youth rights within the Club and serves as a mediator between YDP's, parents, child, and school.
- Remains available for crisis intervention social work as the need arises or arranges for such coverage by emergency social services.
- Ensures that all members, participants, visitors, guests as well as coworkers receive personalized, prompt attention and are treated with receptiveness, dignity and respect, no matter how limited the contact.
- Implements the philosophy and objectives of the program.
- Participates in the planning and implementation of after-school program and activities .
- Performs other related duties, as required.

**This is not an exhaustive list of job duties and responsibilities. It is, however, a description of the general nature of the job. It should be understood that other duties may be assigned as the need arises.**

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<b>Social Worker</b>	<b>Date</b>
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<b>Coordinator of Social Work Services</b>	<b>Date</b>
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<b>Director of Program Services</b>	<b>Date</b>

