



Community Empowerment Association, Inc.

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JOB ANNOUNCEMENT

Title: Social Worker
Reports to: Program Manager
Areas: Community Health Wellness & Healing Center
Status: Full-Time
Salary: Commensurate with Experience
Email Resume: ruthh@ceapittsburgh.org

Community Empowerment Association, Inc. is a community-based, non-profit corporation that has served the most vulnerable populations in an urban setting for over 27 years. We have two locations; Homewood and McKeesport. We are a one-stop-shop for families and individuals that seek after-school programming, educational community-hub location, workforce development training, mental health support, and case management. The support and services that we provide are based on the needs of the community and designed to strengthen and encourage individuals to improve their quality of life, health and overall living condition. The Community Health, Wellness, and Healing Center initiative supports this mission of the corporation.

GENERAL JOB DESCRIPTION

This social worker reports to the Program Manager. The social worker is expected to have knowledge of inner-city social determinants impede growth and progress, and resources that are accessible (formal and informal) to support consumers. The social worker will be the first point of contact for consumers that come to the Community Health, Wellness, and Healing Center. The social worker will provide an overall needs and health assessment to address any immediate/ urgent concerns of consumers. The social worker will work closely with a care manager and community health ambassador to facilitate and coordinate individual care plans. The goal of this position is to improve the quality of life for community residents that may have experience trauma and/or poor health experiences. The social worker will be responsible for empowering consumers to take ownership of their care plan to establish healthy long-term outcomes, as well as resources to support and stabilize family needs. This individual must be culturally sensitive and understanding of others that may be different by social class, gender identity, race, religion, age, and/or philosophy.

MAJOR DUTIES AND RESPONSIBILITIES

- Administer health and needs assessment
- Assist Consumer with Individual Care Plan
- Identify resources and make referrals
- Maintain caseload documentation
- Conduct Case Reviews
- Establish and maintain community relationship
- Familiar with home visiting

- Coordinate and demonstrate effective communication with providers, govt. services, Institutions,
- PCP, the public in general, etc.
- Provide monthly and annual reports
- Attend required trainings and meetings as request
- Knowledge of strength-based family approach
- Ability to operate standard office equipment and general computer programs such as Microsoft Office, Zoom, and Google
- Perform other job related duties as requested

MINOR DUTIES AND RESPONSIBILITIES

- Participate in agency hosted events
- Provide in-service training
- Research best practices
- Monitor new trends, service gaps, and changes in population

QUALIFICATIONS FOR THE JOB

Education:

- Bachelors or masters required. Extensive training, and/or experience in urban settings may be considered.

Experience:

- Must have 3-5 years of experience providing services in urban/inner-city settings.

Other:

- Must have a current have an unrestricted Pennsylvania Driver's License. Must have valid automobile insurance.
- Must currently have or able to obtain ACT 33/34 and FBI Clearances. Mandated Child Abuse Reporter Certificate.
- Familiar with neighborhoods and social determinates in Allegheny County is a plus.

KEY COMPETENCIES

- Able to work within a team
- Conduct case reviews
- Make home visits
- Provide seamless service coordination
- Computer knowledgeable
- Good writing skills

Please submit: Resume, cover letter, and 3 professional references. Must be able to complete a writing sample for case scenario during interview.

The above statements are intended to describe general nature of work being performed by people assigned to this job. They are not limited to all duties and responsibilities associated with it.