Job Title: Social Worker  
Status: Non-Exempt, Full Time  
Reports to: Program Director  
Social Work Department

**JOB SUMMARY**
Under the direction of the Social Work Director, the Social Worker is primarily responsible for providing In-home Clinical Counseling services to Active Duty military service members and their families. In-home Clinical Counseling services include individual, marital, and family therapeutic counseling services. The Social Worker will utilize evidenced based theories and tailor services to meet the needs of individual clients. The Social Worker will assist with disbursement of Urgent Needs items to families experiencing a financial crisis. Duties include working closely with the Program Director, Program Manager, and Social Workers to adjust programming to address evolving needs; ensure goals for the programs are met; and maintaining regular contacts with the communities served and program partners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work may be required.

- Work collaboratively with other ASY departments and with military and civilian organizations to develop and enhance Social Work programming.
- Provide individual, marital, and family therapeutic counseling services tailored to client needs.
- Distribute Urgent Needs services in accordance with Social Work Standard Operating Procedures.
- Share clinical knowledge with the SW Department staff through presentations in Clinical Group Supervision and Department meetings.
- Keep informed of research and development in the mental health field as it relates to the military culture.
- Keep informed of relevant community resources and share with staff and clients as appropriate.
- Be available for military families seeking services with a general knowledge of all ASYMCA programs and services.
- Uphold the Code of Ethics established by the National Association of Social Workers, and protect client confidentiality in accordance with SW Department Standard Operating Procedures.
- Use Salesforce and Circe (a cloud based clinical documentation system) to document clinical and urgent needs services provided.
- Complete statistical reporting and use data to make program enhancements.
- Support Program Director and Manager in grant application and fund generation by providing ASY stories and other activities as appropriate.
- Assist with clinical training of MSW interns.
May acts as a point of contact for community and program partners
- Evening or weekend work as required.
- Ensure the YMCA’s core values (responsibility, respect, caring, and honesty) are incorporated facilitation and curriculum of programming.
- All other duties as assigned

**INTERACTION**
This position may provide information to donors, potential donors, program participants, volunteers, partners, ASYMCA SD Board and staff, and others from the community.

**SUPERVISORY RESPONSIBILITIES**
Provide milieu support for MSW interns.

**EDUCATION/YEARS EXPERIENCE**
- **Minimum:** Masters of Social Work Degree from an accredited university or college, and current registration with the CA Board of Behavioral Sciences as an ASW or LCSW in good standing.
- **Preferred:** Experience accurately assessing, designing and implementing therapeutic treatment plans individualized to meet client needs; providing services to families; working in military service programs, or working in non-profit settings is highly desirable.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

**KNOWLEDGE, SKILLS AND ABILITIES**
- General knowledge of nonprofit organizational practices.
- A professional demeanor with an aptitude for analytical thinking and problem solving.
- Responsible, well organized, and demonstrate initiative.
- Strong proficiency in Windows 2000, Excel, Microsoft Word, Publisher, Social Media, and contact management programs such as Salesforce.
- Must be accurate and detail oriented, possess strong organizational and time management skills and the ability to juggle multiple priorities in a complex and fast paced environment.
- Ability to work under pressure with tight deadlines.
- Ability to work independently and collaboratively.
- Must have excellent customer service skills.
- Excellent verbal, written, interpersonal, organizational, and public speaking skills.
- Proven track record of success.

**TOOLS AND EQUIPMENT USED**
Standard office equipment and machines such as telephone, personal computer, multi-function copy machine, and 10-key calculator.

**LICENSES/CERTIFICATIONS**
Must have reliable transportation and possess and maintain a valid California driver’s license, a satisfactory driving record, including proof of personal vehicle insurance coverage and insurability under the organization’s insurance carrier standards. Must be willing to use own transportation, and be reimbursed for mileage, to make home visits.
PHYSICAL, MENTAL & ENVIRONMENTAL 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. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting with occasional travel to other locations in San Diego County.
- Sit, stand, walk, bend, kneel and uses hands, arms and legs for dexterity, balance and climbing stairs frequently. Must be able to sit for prolonged periods of time.
- Occasionally lifts, carries and balances objects weighing up to 30 pounds.
- Pulls and pushes such objects as file drawers and supplies.
- Prioritizes and multi-tasks work and projects requiring good memory, concentration and analytical thinking.
- Occasionally is required to perform the safe operation office equipment and machines, and recognize and abate safety hazards within the workplace.
- Must be able to hear, see including peripheral vision and distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

The noise level in the work environment is usually quiet.

By signing below I acknowledge that I have read, understand, agree and received a copy of the foregoing Job Description. I further understand that my employment with Armed Services YMCA San Diego is “At will” as defined in the Agency’s Employee Handbook.

Name (print): _______________________________  Date: ________________
Signed: _______________________________

Please email Cover Letter, Resume and Salary History to Phyllis.b@militaryymca.org or fax to 858.751.5769. No Phone calls please