



Job Announcement

Position: Social Worker	Department: HOPWA
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 16	Compensation: \$64,327 per annum
Weeks Worked: 52 Revised: 08/21/2023	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: January 25, 2024	Closing Date: Until filled

Summary of Job Description: The Social Worker is committed to ensuring that local qualified service providers offer necessary supportive services to those receiving housing assistance. Ongoing assessments are crucial to gauge the housing and supportive service needs of HOPWA participants. For this, the Social Worker will craft a Supportive Service Plan tailored for each beneficiary. The essence of their role is to guarantee all specific housing and service needs are addressed, with a particular emphasis on housing stability when aiding clients with rental assistance. The depth of case management provided will hinge on client needs, funding, and the demographics served. Core case management functions encompass: Engagement, Assessment, Goal Setting, Service Coordination, and Discharge Planning.

Summary of Requirements: *master's degree.* Licensed Graduate Social Worker. Three (3) years' experiences working in a professional capacity providing services to human services or teaching experience. Proficient in using Microsoft Word, Excel, Outlook, and other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrate ability to analyze problems/issues, gather data and information evaluate and recommend alternative solutions, or effective solutions with a tolerance for ambiguity and change, when necessary. Communication skills to communicate effectively and professionally using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.
Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Strategize and streamline supportive services for HOPWA clients, ensuring they achieve housing stability, enhanced self-reliance, and improved social and life skills. Each client should have a bespoke Housing and Services Plan. This plan will outline necessary supports for stable, community-based housing and identify additional services to boost their health, social engagement, and overall well-being. Recognizing the evolving needs of this group, these plans should be revisited and refreshed periodically.

The Social Worker will pinpoint community resources tailored to participant needs and forge partnerships for client referrals. This might entail crafting an MOU or similar agreement to exchange updates on clients' progress and successes. An accessible menu of services will be curated for clients to peruse.

The Social Worker might organize training sessions and workshops to further clients' independence and might personally offer some of these supportive services. Mediation may be provided to navigate any disputes with property owners or neighbors.

The Social Worker's responsibilities encompass gathering client data, tracking services, monitoring goal achievements, and recording outcomes. Necessary reports, including long-term outcome data, will be shared with the HOPWA program and higher management.

Maintaining the privacy of personal client details is paramount.

Dedicate time for HOPWA clients, ensuring they receive the necessary supportive services from qualified providers.

Collaborate closely with clients to guarantee housing stability. This involves crafting housing plans, regular check-ins within three months, home visits, and aiding clients with essential resources like food and transportation in Calvert County.

Conduct regular evaluations of the housing and service requirements of HOPWA clients to make sure they have the services they need.

Design a tailored Supportive Service Plan for each beneficiary.

Uphold core case management principles and ensure annual recertifications are precise and prompt.

Log every client interaction in the suitable CSM and consult weekly with the Housing Director to monitor services and aid provided. Ensure monthly reports are completed and submitted punctually.

Other duties as assigned to include case management to others who reside in and around Calvert County, Maryland as assigned.

Licenses or Certificates:

Valid Graduate Social Worker License or attainment of license within the Introductory Period, Certification in Adult CPR, First Aid, and valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Certified Driving Record, Physical, Tuberculin PPD Tine Test at the time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug, and Alcohol testing. Must be available to meet with customers on evenings or Saturdays as needed.

Physical Demands:

Work requires limited physical effort.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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