

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance	Vacation & Sick Leave
Dental Insurance	Credit Union
IMRF Retirement Benefits	Deferred Compensation Plan
Social Security Retirement Benefits	Group Life Insurance

Notice of Seeking Qualified Candidates for the Position of:

SOCIAL WORKER (Full-Time) ***Health & Human Services Division***

Annual Salary Range: The salary range for this position is \$73,792 - \$94,180. The annualized starting salary range is \$73,792 - \$81,356, depending on qualifications.

Brief Description of Duties: Under general supervision of the Health & Human Services Director, engages in community outreach and provides short-term case management, guidance, crisis intervention, and linkage to local social service agencies and programs for a diverse population of individuals, families, and groups; Establishes and maintains a knowledge base of available local social services so proper referrals can be made; Responds to Police Dept. and Fire Dept. referrals; Acts as liaison between individuals, family members, and other agencies to mobilize needed resources; Determines appropriate emergency financial assistance, administers funds and manages disbursements; Coordinates and supervises the volunteer program; Assists with the Youth Court Call; Actively participates in the Interagency Network and other community social service activities and committees; Serves as the staff liaison to the Human Relations Commission; Serves on the Village of Skokie Disaster Response Team; Participates in team, division or department meetings, in-service, and supervisory sessions, as required; Performs other duties, as assigned.

Required Education, Experience, and Knowledge: Bachelor's degree in Social Work or related field required; Master's degree in Social Work or Social Services preferred; Illinois State licensed Social Worker or licensed Clinical Social Worker required; Three years social work direct service experience preferred; Experience working with seniors and low-income populations helpful; Valid Driver's License required; Ability to create and maintain accurate records; Ability to establish and maintain professional relationships with residents, colleagues, and co-workers; Must be able to read and write English; Bi-lingual skills preferred; Working knowledge of basic Microsoft Office Suite applications required.

Application Process: To be considered for this position, please submit a Letter of Interest and resumé, including three professional references, by Friday, February 3, 2023, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or by email to Human.Resources@skokie.org. Faxes are not accepted.

APPLICATION DEADLINE: FEBRUARY 3, 2023

The Village of Skokie is an Equal Opportunity Employment employer.

Revised: December 2022

JOB IDENTIFICATION

Position Title:	SOCIAL WORKER
Salary Range:	A 230
FLSA:	Non-Exempt
Department:	Health & Human Services
Division:	Human Services
Reports to:	Health & Human Services Director
Supervises:	None

JOB PURPOSE

Under general supervision of the Health & Human Services Director, engages in community outreach and provides short-term case management, guidance, crisis intervention, and linkage to local social service agencies and programs for a diverse population of individuals, families, and groups.

ESSENTIAL JOB FUNCTIONS

- Evaluates mental, behavioral and emotional disorders in individuals, families and groups and provides short-term case management and support to Village of Skokie residents, including in-office, on the phone, and/or in their home(s)
- Establishes and maintains a knowledge base of available local social services so proper referrals can be made
- Facilitates client and networking groups, where appropriate
- Provides information and referral services to persons in need
- Assists persons with identifying needs and provides referral services and information on resources available to meet those needs
- Acts as liaison between individuals, family members, and other agencies to

mobilize needed resources

- Link clients to various Village programs and community resources
- Determines appropriate emergency financial assistance
- Administers emergency funds, including donated funds, and maintain record of disbursements
- Maintains accurate client records and statistics
- Develops intergenerational programming
- Assists clients in applying for governmental programs that meet client's needs
- Coordinates the volunteer program
- Participates in team, division or department meetings, in-service, and supervisory sessions, as required

OTHER RESPONSIBILITIES

- Actively participates in the Interagency Network, and other community social service activities and committees
- Responds to police and fire department referrals
- Assists with the Youth Court Call
- Works with social worker and other staff on programs and events sponsored by the Health & Human Services Department
- Supervises social work students, interns, and volunteers
- Provides crisis intervention for residents at risk.
- Conducts volunteer training and appreciation events
- Acts as part of the Village of Skokie Disaster Team
- Attends appropriate workshops and seminars
- Performs other duties as required or assigned
- Maintains client confidentiality

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrated experience in the areas of social work ethics, trauma informed principles, principles and practices in gerontology, and best practice techniques for effective crisis intervention
- Ability to quickly and decisively assess crises situations and intervene accordingly
- Keeps current with community resources
- Knowledge of government benefits and programs
- Ability to work well with other staff members in a team atmosphere
- Ability to foster and maintain professional relationships with those needing services, social service agencies and the public.
- Excellent written and verbal communication skills
- Bi-lingual skills preferred
- Experience using Microsoft Office Suite applications and standard office equipment required
- Ability to follow all safety rules and regulations of the Village.

EDUCATION / TRAINING / EXPERIENCE

- Bachelor's Degree in Social Work or related field required; Master's degree in Social Work or Social Services preferred
- Illinois State Licensed Social Worker or Licensed Clinical Social Worker required
- Three years social work, direct service experience preferred; Experience working with seniors and low-income populations helpful

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid Driver's License.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The duties performed by this position are representative of "light work" with frequent exertion of 10 pounds of force. The work is regularly in an indoor environment, in an office-type area that is quiet except for office equipment background noises.

May be subject to frequent interruptions during and outside of regular business hours.

While performing the duties of this position, the employee is frequently required to sit, talk, listen, hear the normal range of sounds, read written reports, use hands to operate essential office equipment including computer/typewriter keyboard, telephone, etc. The employee is required to move to other locations by climbing up and down stairs.