Job Title: Social Worker (Part-Time)

Job Summary: Clover Area Assistance Center (CAAC) is the central agency providing compassionate basic needs support to those who live within the boundaries of the Clover School District (Bethany, Bethel, Bowling Green, Clover, Lake Wylie, and portions of Blacksburg and York). We are looking for an experienced Social Worker to meet one-on-one with individuals seeking financial assistance and other services to assess eligibility and make decisions regarding the amount and type of assistance that will be provided. Through regular interaction and ongoing follow-up (in person, over the phone, and in written correspondence), the Social Worker will identify and establish a caseload of potential candidates for a program that will help households gain financial stability and self-sufficiency. This includes establishing tailored measurable goals and obtaining resources to help individuals meet those goals. The ability to establish open communication, trust, and rapport with clients and partnering service providers is essential.

Responsibilities and Duties: The Social Worker is a part of the staff team that reports directly to the Executive Director, working collaboratively to develop new/improve existing services and ensure that the agency mission is met with professionalism and care.

- Assess prospective, new, and existing clients based on their needs, situation, and limitations to determine level of assistance, referral options, and potential goals
- Become knowledgeable of public assistance resources and service partners to ensure appropriate information and referrals are offered
- Meet with clients seeking financial assistance, assess their situations, confer with utility companies, landlords, pharmacies, and other businesses to make decisions on assistance within resources available
- Ensure that all records and interactions with clients are clearly and concisely reported in client database and case files, and copies of all correspondence and support documentation are properly maintained
- Strictly maintain client confidentiality and abide by the Social Work Code of Ethics
- Manage the “Budgeting Beyond the Classroom” Program (new). This includes identifying potential participants, building rapport, developing short- and long-range plans toward goal achievement, ongoing oversight and interaction with participants, data maintenance, and outcome measurement
- Prepare reports, statistical and evaluative, as requested/required by funding sources and/or Executive Director
- Participate in SC Thrive Hub Counselor training
- Recommend training content for volunteers based on observation and assessment of volunteer adherence to agency service guidelines and interaction with clients, donors, partners, and the public
- Learn duties of staff team member positions and fill-in/assist where and when needed
- Additional duties and client support responsibilities as identified or assigned
Qualifications and Skills:

- Master’s Degree in Social Work preferred. It is expected that a Social Worker who is an LMSW will maintain their licensure through the SC Department of Licensing and Registration. A Bachelor of Social Work with licensure (LBSW), combined with level of previous Social Work experience, may be considered.

- Working knowledge of applied social theories and practices

- Strong interpersonal skills that develop trust, confidence, and rapport with clients, the community, and service provider partners

- Possess social perceptiveness, empathy, and compassion, with resilience and within professional parameters

- Advanced communication skills, including verbal, written, and active listening

- Ability to relate and communicate with diverse populations without bias or judgement

- Critical thinking, problem solving, and the ability to identify workable alternative solutions

- Time management and organizational skills, which are essential to being able to manage a caseload and provide the highest level of service delivery within a part-time schedule

- Demonstrated computer ease, literacy, and competency in all Microsoft Office programs. Ability to readily learn client databases and other software applications

- Must possess a valid driver license and willing to submit to background record checks

Work Schedule: This is a part-time hourly position (24 -28 hours/week) that allows for some scheduling flexibility within the work week. The agency is staffed from 8:00 - 5:00 on Monday & Wednesday; and 8:00 – 3:00 on Thursday. The option of working outside these hours, including Tuesday, Friday, or Saturday, may be considered as long as the best interests of the clients are taken into consideration and there is an additional agency representative on-site.

Clover Area Assistance Center is closed for three weeks annually. This includes one week in July and two weeks in December/January. The agency is also closed in observance of Federal holidays, Easter Monday, and the Wednesday & Thursday of Thanksgiving.

Benefits: There are no benefits associated with this position.

Email a cover letter and resume to karencaac@bellsouth.net or mail to:

Karen van Vierssen  
Executive Director  
Clover Area Assistance Center  
P.O. Box 521  
Clover, SC 29710

The deadline to apply is Friday, August 14. Telephone inquiries will not be responded to.