

**TRIUNE MERCY CENTER  
GREENVILLE, SC**

**JOB TITLE: Social Worker/Case Manager**

**REPORTS TO: Associate Director**

**WORK WEEK: Full-Time; Flexibility Required**

**OBJECTIVE**

The social worker will help clients overcome some of life's most difficult challenges: poverty, discrimination, abuse, addiction, physical illness, divorce, unemployment, educational problems, disability, and mental illness. The social worker will help prevent crises and counsel individuals and families to cope more effectively with the stresses of everyday life. The position will provide holistic and comprehensive case management services to all clients including intake assessment, benefit assessment, goal setting, long-term care plan development, progress monitoring, individual money management, tenant education, advocacy, and referrals.

**ESSENTIAL JOB DUTIES**

**General**

- Will help people of all backgrounds address their needs through psychosocial services and advocacy.
- Will assess the functional and psychological needs of the client within the framework of developmental stage, functional abilities, cultural environment, and support network.
- Will link clients and their families to required resources and services and provide basic casework services with follow-up as needed.
- Will function as a liaison between Triune and the community in making community resources available to the client and their families.
- Will provide routine social work services (community resource planning, short-term counseling, counseling for long-range planning and decision-making) and other general tasks to provide for the safe, emotional, spiritual, and physical comfort of assigned clients.
- Will partner with Triune's counselors and case managers to provide services that demonstrate an understanding of client's rights and responsibilities.

**Social Worker/Case Manager**

- Assists clients on a day-to-day basis using professional judgment and discretion to implement the team-determined treatment plan.
- Assists clients in locating and gaining access to necessary medical, social, educational and other needed services.
- Documents all activities performed on behalf of the client in case notes.
- Consults and cooperates with community agencies to build relationships, referrals, crisis management, and advocacy and follow-up with the focus on attaining recommended goals for clients.

- Assists clients in defining emotional, physical, social, and cultural needs, and developing a plan of intervention.
- Monitors services provided to the client to evaluate the effectiveness of each service.
- Provides support and back-up for Triune staff members as needed.
- Other duties as assigned by the Pastor/Executive and Associate Director as needed.

#### **OTHER DUTIES**

- Attends weekly staff meetings and meets regularly with supervisor to exchange pertinent information and receive feedback.
- Transports clients to critical appointments.
- Participates in continuing education activities (Support Circles), remaining knowledgeable in area(s) of expertise.
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, professional stature.
- Return all phone calls and voicemail messages in a timely manner.

#### **MINIMUM QUALIFICATIONS:**

- Must sense a call to Christian ministry, specifically among those whom Christ called “the least of these.”
- Master’s degree in a social work or psychology or an equivalent combination of education and experience.
- Current MSW licensure with the State of South Carolina (preferred)
- Current SC driver’s license
- CPR certification
- Proficient bilingual skills (English and Spanish) a plus.
- Must have excellent interpersonal, organizational, communication, leadership, problem-solving, and presentation skills, as well as the ability to multitask.
- Must be able to work cooperatively with different types of personalities and function well independently and as part of a team.
- Must be willing to work some Saturdays, Sundays, and evenings when Triune Mercy Center is open to parishioners.

#### **Physical Requirements**

- Must be able to sit and stand for prolonged periods.
- Must be able to climb up to three flights of stairs on a regular basis.
- Must be able to lift 20+ pounds.

This job description is not necessarily an exhaustive list of all responsibilities, skills, or duties associated with the job. This job description is intended to be an accurate reflection of the current job. Triune Mercy Center reserves the right to revise the job or to require that additional or different tasks be performed based on the organization's needs.

*All employees recognize that Triune Mercy Center is a church and agree that they will do nothing to undermine its religious mission.*