

SOCIAL SERVICES CASE WORKER

Catholic Charities Agency is seeking a full time Social Services Case worker to provide re-housing and stabilization services to homeless individuals and families.

Duties and Responsibilities:

- Complete intake assessments.
- Assist clients in accessing services, setting goals and developing a plan for attaining those goals
- Monitor participant progress; provide support and structure
- Network with outside agencies and resources for long-term services as needed (daycare, schooling, healthcare, counseling, etc.)
- Maintain a visible presence and contact with clients
- Complete progress notes for all client contact
- Complete monthly in home visits
- Case file management
- Facilitate client groups on topics relating to employment, tenants' rights and financial fitness.
- Performs other tasks as requested by supervisor that will assist the agency in carrying out its mission.
- Other duties and responsibilities as assigned.

Educational Requirements:

Minimum Associate degree in Social Work or Human Services.

Bachelor's degree in Social Work or related relevant degree preferred.

Required Skills/Experience:

- 1-2 years' experience
- Exceptional communication skills- both verbal and written
- Experience working with diverse populations and crisis response
- Preferred knowledge of area resources, housing, and prior experience working with homeless individuals and families
- Bilingual (Spanish/English) is a plus
- Valid driver's license and Vehicle

Send Resume and Cover Letter to:

Diocese of Springfield
Catherine Farr, Human Resources Director
Springfield, MA 01105
c.farr@diospringfield.org (no phone calls, please)