



JOB TITLE: Social Services Worker

SCOPE: Full-Time/Exempt

SUPERVISION: This position reports to the Cooper House Administrator.

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS. Now in its 34th year of operation, DOORWAYS has grown from a single apartment building in 1988, to a multi-million dollar organization with six housing complexes located throughout the City of St. Louis, a residential care facility and numerous assistance programs to encourage those affected by HIV to live courageously.

JOB DESCRIPTION

Social workers are a vital part of DOORWAYS' programs. The person filling the Social Services Worker position is responsible for providing case management services to Cooper House clients or linking/referring clients to appropriate resources. The Social Services Worker is responsible for writing treatment plans, progress notes and discharge plans; providing crisis intervention and addressing the emotional needs of the resident and family members; compiling and maintaining a social service directory, listing available community resources; and educating clients with regards to diagnosis, medications and treatment. This position plays a significant role in the Medicaid Waiver screening process. In addition, the Social Services Worker is responsible for the following:

MAJOR DUTIES AND RESPONSIBILITIES

- Engage clients and meet with them regularly;
- Maintain chart records, treatment plans, assessments and progress notes;
- Meet with Waiver case managers and monthly with Ryan White case managers to discuss HIV/AIDS-related policies, strategies and new developments in the field;
- Provide individual therapy for substance abuse and mental health issues;
- Assist in all stages of the Medicaid Waiver screening process.
- Research and provide speakers for on-going in-service topics;
- Participate in staff meetings, team meetings and supervision;
- Provide assistance with residents' medical insurance, i.e. Medicaid, Medicare;
- Take an active role in meetings between residents and their psychologists, providing assistance in the development of their psychological treatment;



WORKING CONDITIONS

This position may require working off-site for events and meetings. Assigned hours are at the discretion of the Cooper House Administrator and will generally include usual office hours of 8:30 a.m. to 5:00 p.m., Monday-Friday, however, some weekends may be required as the manager on duty. The Social Services Worker will be on-call should emergencies arise.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A Master's degree in Social Work is required.
- A minimum of one-year experience of intensive case management with HIV/AIDS population.
- A broad understanding of HIV/AIDS, mental disorders, substance abuse and homelessness.
- Knowledge of HIV case management and residential care required.
- Experience with Medicaid Waiver screening preferred.
- Experience with substance/chemical abuse preferred.
- Experience with Residential Care Facilities preferred.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must have proficient knowledge of Microsoft Office software, especially Word, Excel and Outlook.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- May be asked to answer telephones, welcome guests and sort/distribute mail whenever Resident Life Specialist is away.
- Excellent writing and language skills.

This job description is illustrative only and is not meant to encompass all possible duties the Social Services Worker may be called upon to perform or all conditions that an employee may encounter during the course and scope of employment.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.