

TITLE: Youth Services Caseworker

CLASSIFICATION: Full-Time Exempt Salary Range \$36,000 - \$40,000



of San Antonio

PRIMARY FUNCTION/PURPOSE

The Girls Inc. Youth Services Caseworker is responsible for providing outreach programs and non-clinical case management services to girls ages 6 – 18. This position works with partners in the community to increase services that support girls' behavioral and mental health needs. Services and programs provided to girls include small group mentoring sessions, safety planning, information and referral, positive support, and education in risk reduction activities. In addition to an assigned caseload, the Youth Caseworker also develops multidisciplinary solutions to the unique challenges' girls face.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, organize, and administer programs for girls ages 6 – 18, ensuring that all activities contribute to The Girls Inc. Experience, equipping girls to navigate gender, economic and social barriers and grow into healthy, educated and independent adults.
- Identifies eligible participants for the program, interprets standards and guidelines to potential clients, answers questions, obtains consent for services, and makes referrals based upon program requirements.
- Ensure participant data is collected and in partnership with the Data Coordinator and make sure information is entered into multiple databases including, Excel Spreadsheets, grant specific databases, etc.
- Maintain Girls Inc. participant files; charting programs attended, contact information, progress, delays, contact time and other vital information as needed or required.
- Create, develop and implement case plans focused on the specific needs of each girl, including referrals to other agencies, tutoring, mentoring, and/or program activities.
- Communicate and cooperate with agency partners, staff, volunteers, and clients in a respectful and effective manner always.
- Represent the agency in the community and in professional organizations and groups.
- Compile case information into report and perform reviews and ensure that all case information is handled in a confidential manner
- Meet with girls ages 6 – 14 to assess their needs for intervention and discuss their problems with them and provide support and one on one advice regarding problems that they may be facing
- Obtain signed consent to discuss client needs, if appropriate, with other service providers and develop a collaborative relationship with those agencies. Intercede on behalf of the client with these agencies, when needed.
- Facilitates non-clinical peer group discussions as needed and provides Girls Inc. program for girls at-risk for involvement in the juvenile justice system.
- Travels as required for home visits and other community activities.
- Become proficient in the Search Institute's Developmental Relationships Framework
- Takes initiative and seeks opportunities to role model developmental relationships with peers, families, girls and other stakeholders
- Demonstrates empathy and compassion toward others
- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.
- Complete additional projects and responsibilities as assigned.

REQUIREMENTS

- Bachelor's Degree, with courses in education, social work, psychology, sociology preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- Bilingual, Spanish preferred
- Experience in youth work or related field which includes some experience in conducting group sessions, administration, case management, curriculum design, and community relations.
- Ability to communicate with children and foster their involvement and participation in program planning, problem solving, and decision making.
- Ability to coordinate a multi-faceted program, and inspire, stimulate, encourage creativity and innovation.
- Skill in working with a diversity of people; ability to facilitate cooperative work with colleagues, students, volunteers.
- Sensitivity to the individual and group needs of children and families
- Sufficient maturity and judgment to function in crisis
- Ability to seek supervision and use it constructively
- Ability to have a joyful approach to children, adolescents and families of diverse cultures
- Must maintain current and valid driver's license and provide proof of automotive liability insurance
- Must have access to reliable and safe transportation and have a willingness and ability to use personal vehicle for work activities.

DESCRIPTION OF THE WORKING ENVIRONMENT

Work environment is the Girls Inc. campus; however, many work assignments are completed outside of an office setting, including program outreach sites, schools, community centers, special event locations, and client homes. **Weekend and evening work is required.**

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Associate Program Director
Supervises: Program volunteers, mentors, and interns

If Interested, please e-mail cover letter and resume to Sherry Cook, Program and Operations Director at scook@girlsincsa.org