
Salem County Center for Autism
SOCIAL WORKER
Job Description

Position

The Social Worker for the Salem County Center for Autism seeks to improve the overall quality of life of children and families whose lives are impacted by Autism. The Social Worker will engage clients in the development of thorough and comprehensive case management and the coordination of services available. In addition, the Social Worker is expected to maintain a working knowledge of significant developments and trends in the field of Autism.

Responsibilities

Specific responsibilities of the Social Worker will include:

- Answering the telephone
- Respond to and inquire about the critical concerns of parents or family members who contact the Salem County Center for Autism
- Interview clients and other involved parties as necessary to assess home environment, individual functioning, and family background and dynamics
- Provide guidance and recommendations for diagnostic assessments
- Performs intake screening in order to make response assessments
- Identifies service plans which may be beneficial for the client
- Work with families by providing services within the Salem County Center facility, home, school and other community settings
- Encourages families to attend the ANSWER support group
- Facilitates support groups as evaluated and deemed necessary to further the mission of the Center
- Monitors progress toward objectives by evaluating behavior on behalf of child
- Coordinates activities with school districts and child study teams; advocating, attending IEP meetings and other collaborative meetings on the clients behalf
- Manages assigned caseload and prepares narrative and statistical reports, documents, and correspondence regarding client status as requested by the Board of Directors

Board Administration and Support

1. Execute the established plans and policies authorized by the Salem County Center for Autism's Board of Directors
2. Work in concert with the Program Administrator and the Executive Director to assure that the Salem County Center for Autism has a long-range strategy to achieve its mission, and progresses toward the stated mission
3. Communicate clearly and frequently with the Program Administrator and Executive Director important factors influencing clients and case load supported by the Salem County Center for Autism

Social Work Management

1. Execution of all necessary reports required by the Board of Directors
2. Assist the Program Administrator and the Executive Director in planning, organizing, and implementing initiatives
3. Cultivate existing relationships with clients
4. When and if necessary, represent the organization in official correspondence

SOCIAL WORKER (cont.)

Program and Service Delivery

1. *Schedule appointments for new client intake detailing all available options which may be available at the Salem County Center for Autism*
2. *Complete assessment and establish a service plan through collaboration with the Salem County Center for Autism team*
 - Interviews clients, family members and other interested parties to assess the needs for services
 - Direction for evaluation and placement of clients into services provided
 - Evaluation of client concerns
 - Develops service plans and establishes case files
 - Processes file for eligibility approval by the Program Administrator
 - Monitors client progress toward delineated objectives
 - Navigates families through the processes of State, local and private agencies
3. *Maintain caseload, documentation and reevaluate client/family at appropriate intervals*
 - Responsible for documents and correspondence regarding client status
 - Prepare narrative and statistical reports as needed by the Program Administrator
 - File updates to ensure optimum care, revisit concerns or questions, and maintenance of active files and information
4. *Proactively pursue the Clients of the Salem County Center for Autism by providing excellent customer service*
 - Follow up within 21 days of establishing a relationship with new client family
 - Follow up after ninety days
 - Contact the family at the 6 month mark for active clients
 - Contact families every six months of not utilizing services
5. *Provide leadership through active involvement in programs and services*
6. *Develop a thorough understanding of broad all programs and the personnel leading them*

Human Resource Management

1. *Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision*
2. *Assist program staff in relating their specialized work to the total program of the organization*

Community and Public Relations

1. *Publicly represent Salem County Center for Autism with the media and external constituency groups including community, educational, governmental, and private organizations and build excitement for the Salem County Center for Autism's mission*
2. *Represent the programs and point of view of the organization to agencies, organizations, and the general public*
3. *Increase the visibility and influence of the Salem County Center for Autism with the general public*

Confidential Records and Files

- ✓ *Validation that client files comply with the criteria identified by the Salem County Center for Autism and the Salem County Health and Wellness Grant*
- ✓ *All client files, records, reports, and other materials relating to clients shall be kept in a locked file*
- ✓ *Responsibility for keeping accurate and complete records*
- ✓ *Ensure that confidentiality of records and information is preserved at all times*
- ✓ *Maintain official records and documents, and ensure compliance with federal, state and local regulations*

Other Duties as Assigned

The Social Worker shall perform other duties as prescribed by the Salem County Board of Directors

SOCIAL WORKER (cont.)

Qualifications

It is mandatory that all licensing and credentials will be kept valid/up to date.

A Master Degree in Social Work or related fields is required.

A certification level of a Licensed Clinical Social Worker is preferred.

Terms of Employment

- Reports directly to the Program Administrator
- Professional position; work hours have some flexibility, depending on the schedule of clients
- Salary: \$0.00 per hour
- There is an expectation that the Social Worker will be available 30 hours per week beginning at 9am and finishing at 3pm, five days a week. These hours have some flexibility as it relates to meetings and appointments scheduled off-site
- Salem County Center for Autism "*Personnel Policies and Procedures Manual*" takes effect on date of hire
- All SCCA employees are employed on an "at-will" basis. Employment at SCCA is for an indefinite period of time and is terminable at any time, with or without cause being shown, by either the employee or SCCA