

## **PREP Social Worker** **Job Description**

**Qualifications:** Master's degree in social work, criminology, sociology, child development or related field, or year-for-year experience working with at-risk and/or their families.

Must have and maintain CA Driver's License with reliable transportation and may require specified car insurance requirements

**Background Clearance Requirement:** Employment will be contingent on successfully passing a mandatory background check through Fresno County Probation. This will be completed, passed and clearance will be maintained according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.

**Experience:** Experience using multidisciplinary approaches and curriculums working both 1-on-1 and in groups with at-risk youth and families with various cultures and backgrounds to best serve clients. Developing case plans, working in multi-disciplinary teams, using culturally sensitive approaches, implementing intake/needs assessments, following established curriculums, and assessing any needs or barriers effecting participant success.


**Supervision:** Reports to PREP Coordinator and/or CEO

### **Description of Duties and Responsibilities:**

The Social Worker will be working with youth transitioning from the Fresno County Juvenile Justice Campus facility to their homes back in the community through a pilot program called Planned Re-Entry Program (PREP). The Social Worker will work with Family Support Specialists and Fresno County Probation to best serve the youth and their family for a successful transition. The Social Worker will take the lead on case plans and is responsible for upholding the case plan and reporting on the youth/family's progress. Youth participating in PREP will be provided with leadership programming in their housing unit (pod) provided in part by the Social Worker.

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**Major Responsibilities:**

- Develop case plans for youth and their family for a successful transition of the youth from juvenile incarceration to their home in the community.
- Support the PREP Coordinator in reaching program goals
- Supervise and leverage the support of interns and volunteer case managers/mentors
- Help coordinate in-custody programming for PREP pod
- Facilitate various groups such as cognitive-behavioral change classes, support groups, independent living skills workshops, etc.
- Partner with Probation and other agencies that will aid in project implementation
- Provide ongoing case management, various screenings, and referrals to clients as needed
- Conduct various screenings and assessments and aggregate information and/or enter data into system
- Track all services rendered and client outcomes as outlined in the funding requirement
- Flexibility in regard to scheduling (some classes/workshops will need to be offered on evenings and/or weekends—as needed by clients)
- Provide support with community referrals to ensure all needs of youth and families are being met
- Attend relevant trainings, workshops and community meetings
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**Specific/Additional Duties:**

- Be responsive, consistent and reliable with all clients, staff and partners
- Assist or lead special projects or services, as needed
- Cross-screen all clients for eligibility in other Focus Forward and partner agency Services
- Maintain up-to-date, well-organized and accurate case files and records
- All other duties as assigned

**Required Knowledge/Skills:**

- Able to effectively communicate the benefits or program enrollment
- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including, but not limited to: using data bases, use of Microsoft Office, Social Media, Website and Email
- Demonstrated Customer Service Skills

- Ability to develop and maintain professional working relationships with management, co-workers, partners and general public
- Ability to work under pressure and handle multiple tasks simultaneously
- Knowledge of available resources within the community for the client population
- Ability to work with youth, young adults and families who face multiple risk factors, barriers and have had justice and/or child welfare involvement
- Ability to speak with clients one on one and to speak to large groups of people which may include public presentations and facilitating workshops
- Ability to think critically and identify opportunities, challenges, needs and prioritization of work to meet mandatory outcomes of program and organization
- Must exercise good judgement and have experience working on projects with specific goals and outcome measurements
- Must be organized and be able to connect program and client needs to other services, may need to think 'outside the box' and brainstorm with staff and partners to fully meet client and family needs
- Knowledge/experience with program development, meeting grant deliverables and community based work
- Bi-lingual a plus

**Work Environment and Physical Conditions/Demands:**


Cubicle setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. These conditions and physical demands are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Compensation:** \$18/hr. Paid holidays, time off (sick leave/vacation), medical, dental, vision and 403b (403b launching in 2016)

If you are interested in applying please send your resume and cover letter to Joanna Zamora, Program Manager at [joannaz@focusforward.org](mailto:joannaz@focusforward.org) or call 559-600-4961 for more information. Interviews will be held in **July 2016**. Position open until filled.

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