

House of Hope

Human Services Professional (HSP)

Job Description

Organization Type: Non-Profit, Faith Based, 10+ Employees

Position Type: Full-Time; Salary Exempt

Direct Report: Program Director

Hours: 40+ hours per week; work hours will vary to overlap some early mornings, late events and weekends, to monitor staff; *on call rotation required*

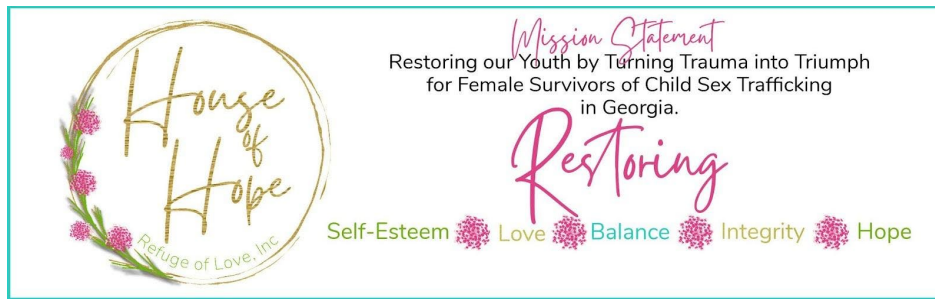
Travel Requirements: Yes

Education and Experience:

- Possess a Master's degree from an accredited college or university in the area of social work, psychology, childhood education, education counseling and psychology, or a related field and either have two years of experience in the field of child care or be supervised by another human services professional (HSP)
- License eligible in the state of GA (associate licensure application must be complete and approved by the GA Composite Board within 90 days of hire) – LAPC, LMSW or LMFT
- ***MUST have clinical experience to include providing services to youth or young adults, specifically those exposed to trafficking and complex trauma***
- ***MUST have knowledge of DFCS RBWO state licensure requirements for ILP programs and experience in completing monthly reporting requirements to the Office of Provider Management***
- Training in TF-CBT, Trauma informed care and strength based is preferred

"Individuals with lived experience of sexual exploitation are welcome and encouraged to apply. Hiring preference may be given to individuals with lived experience."

Summary: The Independent Living Program Social Worker (HSP) is responsible for ensuring that the educational, medical, emotional, and social needs of the girls are met and is also responsible for provided and/or coordinating ancillary and social services for the child. The Social Worker (HSP) takes and screens program referrals by phone, sends intake packets to referrals, maintains feedback and ongoing communication with clients, guardians, and service providers, schedules and may accompany clients to appointments and other obligations. Social Worker (HSP) contributes to the clinical needs and provides individual and group therapy to



assigned cases. Social Worker (HSP) is also responsible for contributing to the program structure and maintaining clinical records according to industry standards.

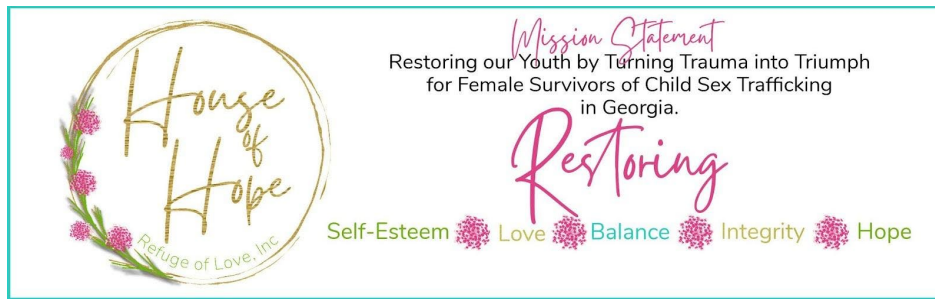
Job Duties - *The duties of this position include but are not limited to the following:*

Maintaining Program Structure:

- (With the Program Coordinator) Coordinate intakes, staff new residents with the team, and schedule admissions
- Complete the initial residential service plan within seven (7) days of admission
- Complete initial assessment of participants within fourteen (14) days of admission
- Complete the individual service plan within thirty (30) days of admission
- Maintain service and transition plan in coordination with therapists and program team
- Assist families in contributing to participant progress
- Serve as community liaison with DFCS, Courts, Schools, and other community resources
- Coordinate appropriate services with community partners
- Conduct visits to job sites of participants and collect job schedules/pay stubs from participants
- Develop and maintain relationships with potential employers of participants
- Coordinates participant visitations
- May lead group counseling and meet individual with participants for practical instruction
- Assist participants with applying for and obtaining health insurance/Medicaid, TANF, SSI, food stamps, etc.
- Monitor participants' medical and mental health needs and coordinate appropriate services.
- Add additional information to daily log, as needed
- Collect data and complete monthly & quarterly dashboard reports

Therapeutic Intervention

- Facilitate physical, emotional and spiritual growth of participants
- Support program staff in implementing a comprehensive, Trauma-Focused, Strength Based therapeutic approach by advocating for healing and growth in the bodies, souls and spirits of participants
- Lead group therapy sessions
- Develop group therapy curriculum with direction of Program Coordinator
- Provide individual and family therapy to current participants on a consistent basis
- Assist families in contributing to participant progress
- Maintain accurate and thorough documentation on each counseling session.
- Work to create service plans for each participant.
- Seek professional growth in evidence based practices through training and independent reading



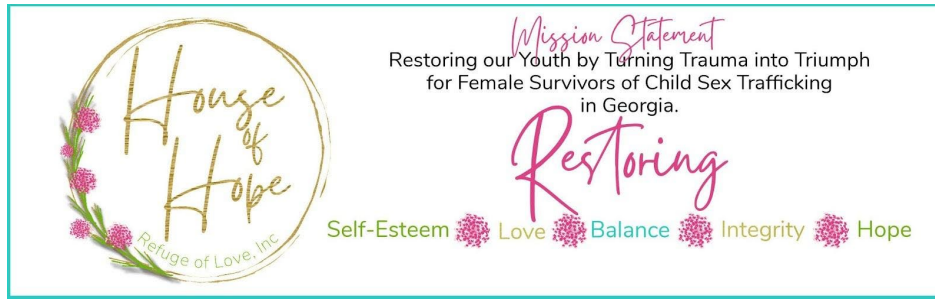
- Participate in community meetings demonstrating strength-based role modeling, direction and decision-making
- Collaborate with the treatment team about programming, performance and industry compliance including licensure regulations

Develop and Model Health Living for Participants:

- Develop intentional connections with the participants
- Lead by example in modeling a healthy lifestyle
- Provide direction and encouragement to program participants and staff members
- Practice and teach healthy boundaries to program participants and staff members
- Assist with providing healthy activities and community for participants
- Navigate interpersonal conflict by speaking the truth in love
- Provide support and crisis help as needed
- Maintain a teachable attitude

Qualifications:

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children
- Satisfactory preliminary criminal history background check determination and a satisfactory fingerprint records check determination as required by law
- Clean motor vehicle record is essential to fulfilling the job responsibilities
- Documentation from a licensed physician or other licensed healthcare professional of a health screening examination within thirty (30) days of hiring sufficient in scope to identify conditions that may place residents at risk of infection, injury, or improper care
- Current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by a certified or licensed health care professional; such programs shall be completed within the first year of employment
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements
- If a master's level candidate, willing to pursue or maintain professional licensure by the state of Georgia



- Participate in all required trainings and show competency in skill areas of training content
- Must be 21 years of age or older

Skills:

- Understand and demonstrate a willingness to engage in the core values of House of Hope and guiding principles for the program
- Represent House of Hope in a positive way at social activities and events
- Abide by organization policies and procedures
- Possess crisis management, leadership, and management skills
- Demonstrate a high level of organization and multi-tasking ability
- Demonstrate experience in residential service provision
- Possess a high comfort level with leading groups
- Display strength-based tendencies
- Effectively communicate with others
- Be prepared to address problems or concerns with solutions (solution focused rather than problem focused)
- Must possess the ability to determine daily workload, assign tasks and ensure work completion
- Must adhere to the employee and participant handbook, support designated staff to do the same, identify training needs as appropriate
- Capable of performing multiple tasks and is well organized
- Ability to managing multiple and competing priorities

Character Requirements:

- Team-Oriented
- Professional
- Honest
- Strong work ethic
- Ability to work without direct daily supervision
- Display supportive and positive attitude

Physical Requirements: Must have the physical ability to administer physical restraints as governed by policies and procedures of programs. Must be able to walk up and down 1 flight of stairs multiple times per day and walk about the program campus.

Printed Name: _____

Signature: _____

Date: _____