

**Organization Summary:**

The mission of the St. Louis Park Emergency Program (STEP) is to identify and respond to the critical and emergency needs of residents of St. Louis Park. Since 1975, STEP has provided direct services to residents who may be in need of food, clothing, financial assistance, and transportation, as well as counseling regarding resources and problem solving. STEP is well known in the community, recognized as the primary local social service organization addressing concerns of over 3,000 neighbors who live with the challenges of poverty. A professional staff of about 10 long-serving employees and a large group of dedicated volunteers keep the organization running.

**Primary Duties and Responsibilities:**

The St. Louis Park Emergency Program has a full-time position open for a social worker for 40 hours per week. This is an opportunity to work in a fun, energy charged environment focused on generalist social work practice. Responsibilities include providing assessment and service delivery as well as crisis management, advocacy and connecting clients to community resources. In addition, the social worker assists with support functions of the agency including volunteer management/training, agency fund raising events, as well as agency outreach efforts. As a team member, the social worker will participate in the identification, implementation, enhancements and evaluations of agency programs.

The social worker develops and maintains a professional working relationship within the agency and St. Louis Park community. This may include outreach about STEP, speaking engagements, community projects, and contact updates with community resources.

**Experience and Qualifications:**

STEP is seeking a candidate who is a licensed BSW or MSW (or have the qualifications to become licensed) with 3 plus years of experience working with diverse populations, including those living in poverty. Persons who speak a second language such as Somali, Spanish or Russian are encouraged to apply. Qualified candidates must be able to learn and consistently use a case management database. STEP is open M-F during day hours and Tuesday evenings.

Employees must be fully committed to STEP's mission to identify, address, and respond to the critical and emergency needs of residents in St. Louis Park and manifest STEP's core values of collaboration, compassion, and resourcefulness. Employees are expected to uphold the organization's commitment to welcoming all people to STEP without barriers or judgment.

**Additional Information:**

STEP is a rewarding work environment characterized by camaraderie and high employee retention. STEP is a team focused organization. Because we are a small organization it is sometimes necessary to help with all aspects of service delivery. This may mean working alongside volunteers to accomplish the day's tasks. It is also helpful if the candidate possesses writing competency skills, has basic computer skills (including Microsoft Office and web-based applications), and enjoys an atmosphere where every day is different.

This position is a full time, hourly paid position. Benefits include health insurance, life insurance, vacation and sick leave and retirement eligibility. Anticipated pay rate is \$18-\$24/hour, depending on experience and qualifications.

STEP strives to be a place that is welcoming to all people. Candidates with diverse backgrounds are encouraged to apply. Applications will be accepted on a rolling basis until the position is filled. The first review of applications will occur for those received by November 19, 2018. Please email cover letter and resume to [Julie@stepslp.org](mailto:Julie@stepslp.org).

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