



**Join a team who share a purpose to serve our community compassionately and effectively.**

**Position: Social Worker / Case Worker**

**Type:** This position is a non-exempt, full time (40 hours) position that reports to the Social Services Manager.

**Salary:** \$45,760-\$52,000 (\$46,840-\$53,080 if bilingual in Somali, Spanish, or Russian)

### **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. STEP provides 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 social service organization to address concerns of those who live with the challenges of poverty. The organization is comprised of a 14 part-time and full-time staff and supported by 100+ volunteers.

### **Primary Duties and Responsibilities**

- Provides assessment and advocacy by connecting clients who need additional support and services from external community resources.
- Being available for assessment and responding to needs.
- Orient clients to the food shelf, including providing them with their shopping cart and retrieving specialty items.
- Register clients for STEP programs (clothing, holiday toys, school supplies, transportation, rental assistance, etc).
- Accurately record relevant information in clients' files and the client case management database.
- Ensure compliance with social work protocol, ethics and licensure mandates.

### **General Duties and Responsibilities**

- Performs various support functions and duties consistent with STEP's mission and purpose. For example: answering the telephone; greeting clients, volunteers and donors; accepting donations; assisting with fund raising projects and community events; etc.
- Participates in program planning, development and evaluation.
- Speak at and represent STEP at community events, serve as a representative of STEP on various boards and committees as needed.

- Collaborates with team members in problem solving and delivery of services.
- Performs other duties as assigned.

### **Experience and Qualifications**

This position strongly prefers a candidate who is a licensed BSW or MSW (or have the qualifications to become licensed). Candidates without social work licensure will be considered if they have strong experience providing direct services to diverse populations, including those living in poverty. The ideal candidate will have experience working with clients who struggle with mental health. Persons who speak a second language such as Somali, Spanish or Russian are strongly encouraged to apply.

Demonstrated commitment to STEP's mission to identify, address, and respond to the critical and emergency needs of residents in St. Louis Park. Adherence to core values to welcome all to STEP without barriers or judgment.

### **Physical and Schedule Requirements**

This position works in an office environment. This majority of hours will be during weekday agency operations, with scheduling adjustments to accommodate program fulfillment. Qualified candidates must be able to remain in a stationary position at least 50% of the time; the person in this position must be able to operate a computer keyboard and other office machinery, such as a copy machine, printer, and telephone. The person in this position frequently communicates with staff and external partners and must be able to exchange accurate information verbally, in writing, and by telephone. The person in this position must have the ability to lift and carry 20 pounds safely, as well as the ability to walk, squat, and kneel. As external needs dictate, many responsibilities may need to be done working remotely.

### **Compensation & Benefits**

Starting pay is \$22-\$25/hour, depending on experience. (\$23-\$26/hour if bilingual in Somali, Spanish, or Russian.)

Generous Paid Sick, Vacation, and Holidays, Medical and Dental Insurance, Simple IRA Retirement Plan, Employer-paid Life and Short & Long-term Disability Insurance, Parental Leave, and Professional Development and Licensure Support.

### **To Apply**

Candidates with diverse backgrounds are encouraged to apply. Applications will be accepted on a rolling basis until the position is filled. Deadline to guarantee review of application is May 14. Please send a cover letter and resume to [karen@stepslp.org](mailto:karen@stepslp.org) with *Social Work Case Worker* in the subject line. No phone inquiries please.