



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

Position: Case Worker (Social Worker)

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 need 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 13 part-time and full-time staff and supported by 100+ volunteers.

Job Summary

The person in this position joins a team of four direct service providers who fulfill STEP's mission every day. The person responds to the diverse needs of community members accessing STEP services. They are also part of a wider team who collaborate to serve our community while upholding high standards.

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.

Qualifications

While this position prefers a candidate who is a licensed BSW or MSW in social work (or have the qualifications to become licensed), candidates without licensure will be considered if they have experience providing direct services to diverse populations, particularly 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 Requirements

- Able to sit for long periods of time while also performing typing duties on a computer.
- Operate a computer keyboard and other office machinery, such as a copy machine, printer, and telephone.
- Lift and carry objects of moderate weight up to 15 pounds.
- The person in this position frequently communicates with staff, volunteers and clients, and must exchange accurate information verbally, in writing, and by phone.
- As external needs dictate, responsibilities may need to be done working remotely.

** STEP maintains a policy that all on-site staff and volunteers must be fully vaccinated against COVID.*

Schedule

- 40 hours per week. (There may be a possibility to negotiate fewer hours.)
- Monday – Friday, during STEP's regular hours. (Monday/Wednesday/Thursday: 7:00-4:00, Tuesday: 10:30-7:30, Friday: 8:00-12:00)
- Occasional evening or weekend hours may be required--typically known well in advance.

Type

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

Compensation

The case manager position is a non-exempt, hourly wage position. Benefits include generous vacation and sick leave, 11.5 annual paid holidays, health and dental plan, retirement (SIMPLE IRA plan), paid parental leave, and employer provided life insurance and short-term and long-term disability insurance, professional development and licensure support.

Anticipated pay is \$24-\$28/hour, depending on experience. (\$25-\$29/hour if bilingual in Somali, Spanish, or Russian.) Annual equivalent is \$49,920 - \$57,120 (\$52,000 - \$60,320) respectively.

Application

STEP strives to be a place that is welcoming to all people. Candidates from diverse backgrounds are encouraged to apply. Applications accepted on a rolling basis. Please send a cover letter and resume to karen@stepslp.org with *Case Worker* in the subject line. No phone inquiries please.