



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

**Position Description**

<b>Job Title:</b>	<i>Licensed Social Worker</i>
<b>Department:</b>	Administrative
<b>Reports To:</b>	Director of Operations
<b>Status:</b>	<i>Full-Time, Salary, Exempt</i>

**POSITION SUMMARY:**

The Licensed Social Worker (LSW) will be responsible for providing information to youth, parents, and staff, counseling youth with personal and psychological issues, and addressing relevant issues in the group child care setting and school, such as attendance, illegal drugs, teen pregnancy, and social adjustment issues. This position will serve as a resource within the Club providing a variety of short-term social services and referrals to members and their families. The LSW will work with youth in one-on-one, classroom, or club-wide sessions. This position has been developed in response to youth mental health challenges inflamed by the COVID-19 pandemic.

A successful Licensed Social Worker will be dedicated to assisting our youth, parents, and staff members. They should also be knowledgeable of external resources and health and human services, such as shelters, food banks, and medical care and make referrals as needed.

**DUTIES AND RESPONSIBILITIES:**

Each of these areas of responsibility is designed to further the organization's mission of preparing youth for success by inspiring and enabling young people from Pawtucket and surrounding communities, especially those with greatest need, to realize their full potential as healthy, productive, responsible, and caring citizens.

- Support Mission and Principles and contribute to a productive work environment
- Effectively use technology, membership management systems, and information management systems to tell a story related to programmatic objectives and outcomes
- Maintaining case files and reports to track youths' progress and challenges
- Counseling low-to-moderate income (LMI) youth with personal and psychological issues that affect their performance, behavior, and socialization in school and community
- Providing counseling sessions, treatment plans, or workshops as necessary and establishing prevention programs and intervention plans
- Communicating with youth to determine the areas in which they may need assistance or counseling
- Assisting staff and parents with behavioral and attitude issues by communicating with youth to find the causes of their distress
- Providing information, when appropriate, to external support services to help youth with economic, emotional, or physical issues
- Assisting, LMI, at-risk, or disabled youth as needed
- Communicating with parents, teachers, club staff and administrators to understand youths' challenges

- Helping youth and families suffering from abuse, violence, hunger, or homelessness to access resources like shelters, food banks, and medical care
- Participate in program/service outcome measurement processes and other evaluation programs including BGCA's annual evaluation Commitment to Quality
- Other related duties as specified by the Director of Operations

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- A Bachelor's or Master's degree in Social Work; Master's degree preferred
- A license and certification to practice Social Work
- Experience in School Social Work or with school age youth is preferred
- Excellent communication and interpersonal skills
- Compassion and empathy for patients and youth
- Good relationships with relevant social services
- Professionalism and discretion

**KNOWLEDGE & SKILLS:**

- Demonstrated knowledge of principles related to technology, including computer operations, data record keeping, spreadsheets, and queries to create electronic reports with a high degree of accuracy and speed, and strong attention to details.
- Experience with word processing and clear understanding of good grammar.
- Demonstrated abilities with Microsoft Office software, particularly Word and Excel (including report format knowledge).
- Good organizational skills and ability to prioritize tasks is critical.

**PHYSICAL AND WORKING CONDITIONS:**

*In terms of physical requirements, this position requires work best described as:*

Sedentary    Light    Medium    Heavy    Very Heavy

- Standing/Walking/Bending/Stooping – *Occasionally*;
- Hearing – Ability to receive information through oral communication (face to face and telephone) – *Frequently*;
- Talking – Expressing or exchanging ideas by means of the spoken word (face to face) – *Frequently*;
- Reading – Ability to receive information through fax, e-mail, and text messages – *Continuous*;
- Requires vision to perform work dealing with data and figures and computer screens – *Continuous*;
- Responds positively and productively to stressful internal (employee)/situations – *Frequently*; and
- Assist others to work harmoniously and effectively as part of a work team – *Frequently*.

## Core Competencies

Competency	Level 2	Level 3
<b>Problem Solving</b> <i>The ability to logically and resourcefully evaluate a situation and apply creativity and innovation to identify the alternative solutions.</i>	<ul style="list-style-type: none"> <li>• Identifies problems and offers logical solutions</li> <li>• Gathers and absorbs information to resolve issues</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorms solutions with creativity and innovation</li> <li>• Asks probing questions to understand root of issue</li> </ul>
<b>Accountability</b> <i>Takes ownership for one's actions and follows through on commitments. Holds others accountable and does not assign blame to others while being reliable and results focused.</i>	<ul style="list-style-type: none"> <li>• Challenges existing practices and contributes to improve work methods to become more effective</li> <li>• Achieves results through focus and within prescribed deadlines</li> <li>• Navigates obstacles and utilizes technology proficiently</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies needed adjustments in own area of responsibility and sets priorities accordingly</li> <li>• Weighs the pros and cons of proposed course of action</li> <li>• Takes on new initiatives to improve performance outcomes</li> </ul>
<b>Trustworthiness</b> <i>Embodies integrity through sound moral and ethical personal standards aligned to organizational values.</i>	<ul style="list-style-type: none"> <li>• Acts with sincerity</li> <li>• Displays forthright &amp; responsive behavior</li> <li>• Delivers on all commitments at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Fosters an environment of trust</li> <li>• Assumes positive intent</li> </ul>
<b>Collaborative</b> <i>Works together as a team to achieve a common purpose or goal through selfless commitment while fostering an inclusive environment.</i>	<ul style="list-style-type: none"> <li>• Ability to offer solid opinions/suggestions to team that have a positive impact toward achievement of common goal</li> <li>• Shares information with peers</li> <li>• Convinces others by showing benefits of solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Seeks relationships outside own department</li> <li>• Creates opportunities to partner with others</li> <li>• Provides basic coaching to others</li> </ul>
<b>Leadership</b> <i>Leads toward a common vision through inspiring and influencing others providing opportunities for people to reach their full potential.</i>	<ul style="list-style-type: none"> <li>• Inspires team</li> <li>• Makes timely decisions</li> <li>• Encourages different perspectives and views from team</li> <li>• Acts as role model and leads by example</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrates team successes</li> <li>• Encourages innovation</li> <li>• Brings others along</li> <li>• Provides on-going coaching and feedback</li> <li>• Resolves conflict</li> </ul>
<b>Relationship Builder</b> <i>Ability to build long term, sustainable relationships that strengthen the achievement of organizational objectives through the demonstration of personal value and trust.</i>	<ul style="list-style-type: none"> <li>• Stays on level</li> <li>• Don't get involved in office politics</li> <li>• Respects others time</li> <li>• Proceeds with caution with social media</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to go above and beyond</li> <li>• Takes ownership for delivering on results</li> <li>• Encourages open discussions</li> </ul>
<b>Authentic Communication</b> <i>The ability to engage others in open and transparent communication through active listening and shared understanding while demonstrating sincerity in tone and body language.</i>	<ul style="list-style-type: none"> <li>• Ability to empathize, identify with and understand others (open-mindedness)</li> <li>• Knows audience and when to flex communication style</li> </ul>	<ul style="list-style-type: none"> <li>• Confidently communicate thoughts and ideas with clarity</li> <li>• Shares information in open and transparent manner</li> </ul>

**DISCLAIMER:**

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.*

**Pay Rate:** Salary, \$50,000-\$55,000

**Hours:** Full Time, Salary, Monday-Friday

**Contact:** Cherima Folston: [cfolston@bgcpawt.org](mailto:cfolston@bgcpawt.org)

**Timeline:** Within the next 2-4 weeks

**Required:** Resume & Cover Letter