

HOPEFUL BEGINNINGS OF ST. MARY'S POSITION DESCRIPTION



POSITION TITLE: Bilingual Perinatal Social Worker (Elgin)

REPORTS TO: Clinical Supervisor

DIRECT REPORTS: NONE

FUNDING: Grant Funded (1 year / renewable)

Basic Function

The Perinatal Social Worker provides direct services to clients experiencing perinatal mood disorders, including depression & anxiety, grief over the loss of a pregnancy, or difficulty adjusting to parenthood. The Perinatal Social Worker may also provide direct services to both birth families seeking assistance from the agency within the constraints of existing policies and programs and under the direction of the Clinical Supervisor or Executive Director. The Perinatal Social Worker is also responsible for completing the appropriate paperwork for client activities and maintaining records in compliance with DCFS (when applicable) and agency requirements. All activities are conducted in an ethical manner and in compliance with all federal, state, and local laws; DCFS (when applicable) requirements; and all agency policies and procedures. This position will be housed at the Well Child Center in Elgin and serve Elgin Township residents.

Position Responsibilities

- Gain a solid understanding of Hopeful Beginnings of St. Mary's and all agency programs in order to be able to educate others about the agency's work and capabilities.
- Establish a working knowledge of the adoption community and issues by researching facts, trends and other social service agencies, attend meetings, etc.
- Provides services in compliance with all DCFS (when applicable) and agency requirements and is familiar with current industry standards.
- Exhibits positive behavior towards all clients and agency stakeholders that is respectful, compassionate, and professional.
- With all clients, confidentiality is maintained as required by law and agency policies and procedures, whichever is most stringent.
- Be flexible to the needs of both clients and the agency
- Assists in community outreach efforts on behalf of the agency either when directly related to a client visit (eg, a hospital visit) or in consultation with the Executive Director.
- Assists in the development and implementation of agency seminars.
- Represents the agency in the social service community and other appropriate groups, as assigned.
- Regarding clients assigned by the Clinical Supervisor:
 - Is familiar with all available community resources and eligibility requirements on aid/public assistance/relief programs. Makes referrals to such resources, as needed.
 - Assesses client needs for services, including case management provided by the agency
 - Assists in facilitating adoptive placements, including assistance with networking, identifying funds to assist with adoption expenses, and introductory meetings with birth parents.
 - Following placement, assures child and family adjustment by conducting required home visits, maintaining contact, identifying problematic issues, and providing support.
- Responsible for maintaining a caseload of perinatal clients receiving individual therapy; as well as scheduling and documentation associated with assigned caseload
- Maintains professional records on all client activity, clearly documenting all appropriate aspects of a case. Submits required paperwork on behalf of clients in timely fashion.
- Provides reports and/or statistical data as required by agency policy and relevant laws of the state of Illinois.
- Participates in weekly supervision meetings with clinical team regarding caseload, particularly to obtain feedback on complex or problematic client issues such as interagency referrals or legal issues.
- Participates in maternity-related workshops and maintains professional knowledge by keeping informed about adoption issues as well as maternal mental health issues.

- Participates in Agency related events, such as, fundraisers, adoptive family picnics, Christmas parties, etc.
- Performs other tasks, as required.

Specifications

A Master’s degree in social work or a related field from an accredited college or university. Must be able to complete the Maternal Mental Health Training Certification, hosted by PSI and 2020 Mom within 6 months of hire or provide proof of related training/certification.

Strong verbal and written skills in both Spanish and English

Individual must have appropriate computer skills, and strong familiarity with MS Office products (Word, Excel, PowerPoint, etc). Individual must be able to operate standard office equipment (copier, fax, scanner, etc).

Individual must maintain confidential information in accordance with legal/ethical standards. Individual must be capable of working independently and processing information accurately.

Reliable automobile transportation, adequate automobile insurance, and a valid Illinois driver’s license are required. Significant travel can be expected. All potential employees are subject to appropriate background checks. Individual must be able to perform job duties under stressful conditions. Evening and weekend hours may be required.

By signing below, the employee acknowledges the receipt of the job description and agrees to execute the duties outlined above as long as she/he remains in the position, as described.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date