

Job Title: Social Worker
Department: Social Work
Reports to: Social Work Manager
FSLA: Exempt
Supervisory Responsibility: N/A
Salary Range: \$45,000 - \$50,000



Organization and Mission: Fresh Start's mission is to provide education, resources, and support for women to positively transform their lives and strengthen our community. We envision a world in which every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency.

The Fresh Start Women's Resource Center in downtown Phoenix houses career readiness, family law support services, social work services, domestic violence support groups and resources, an intensive mentoring program, computer training center, scholarships, health & wellness classes, and personal development workshops, as well as a resale clothing boutique

Diversity is a core value at Fresh Start Women's Foundation. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all clients, staff, and stakeholders. We believe every member on our team enriches our diversity by broadening the range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Job Summary: Social Workers are responsible for providing support to women as they face various life transitions, seek opportunities for new growth, and set personal and professional goals. This position is intensely focused on providing a high level of customer service with a level of empathy and understanding of the diverse situations which bring clients into the center.

Specific Job Responsibilities:

- Conduct strength based bio-psycho-social assessments during one-on-one sessions with clients.
- Assist clients in creating an action plan that links them to appropriate center and community resources.
- Provide immediate crisis intervention to clients in need.
- Support clients in navigating community and state systems.
- Create and conduct Social Work topic Groups as assigned.
- Present workshops and/or facilitate psycho-educational empowerment and support groups.
- Assist in developing partnerships with other service providers and members of the community.
- Document client interaction appropriately and in adherence to confidentiality standards.
- Complete daily, weekly and monthly reports, case notes, and client data.

Qualifications:

- Master of Social Work required.
- Bilingual preferred.
- Knowledge of non-profit organizations and issues impacting women required.

- Possess clinical and assessment skills.
- Basic computer skills and excellent written and verbal communication skills required.
- Extensive knowledge of community resources required.
- Cultural competency and ability to establish professional relationships with diverse populations.
- Competent in MS office: Outlook, Word, Excel and PowerPoint
- Knowledge of effective crisis intervention techniques and ability to respond appropriately in crisis situations
- Ability to handle a variety of assignments and the flexibility to work some evenings if necessary
- Must be able to pass a background check and fingerprint clearance.
- Physical ability to do light moving, set up of classrooms and lifting of boxes weighing 25-30 lbs.

Notice: This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. Fresh Start reserves the right to change this job description at any time. This job description supersedes prior job descriptions. Reasonable accommodations can be made for a disability that is affected by the above stated job responsibilities and/or qualifications. Any and all materials created, utilized, updated during your tenure at Fresh Start are properties of Fresh Start.