



## **Bilingual Social Worker**

*Part or Full Time*

### **Who we are**

The Christian Center of Park City is a Christian, humanitarian community resource center that helps improve the lives of people and communities through meeting immediate basic needs, serving as a leading networker of community resources, offering counseling and care support, and by giving hope to those we serve.

This role will seek to enhance the well-being of people by providing direct clinical services through interviews, evaluations and psychosocial assessments of clients to create treatment plans, including short and long-term Life-plan goals while providing quality care. Success in this role requires an attitude of collaboration, excellence, leadership, and respect.

- Provide direct clinical services through interviews, evaluations and psychosocial assessments of clients to create treatment plans, including short and long-term life-plan goals, while providing quality care.
- Provide Emergency Assistance in order to care for people in need through financial assistance, one on one meetings, clothing and food assistance, community referrals, etc. for those living in Summit and Wasatch counties, ensuring continuity of care.
- Provide care coordination between Latino Outreach Coordinator and CCPC licensed counselors.
- Identifies and provides outreach in the form of information and referrals for community resources to patients and families such as shelter, transportation, future treatment plans and financial assistance.
- Meet with families or individuals to discuss needs and what resources are available to meet those needs through direct assistance/referrals for both physical and psychological needs.
- Responsible for maintaining accurate records or reports regarding the patients' histories and progress as well as services provided for organizational and administrative purposes.
- Prepares all related treatment documentation in accordance with applicable organizational and state standards in a clear, thorough, and timely manner. Experience with electronic health records essential.

### **Client Case Management**

- Identify and prioritize client's needs, including safety planning and danger assessment
- Develop goals and objectives specific to the client's own goals and record these in a program- approved service plan targeted towards self sufficiency
- Identify resources available to clients and facilitate internal and external referrals to assist in goal objective achievement and evaluate and plan adaptation to client's changing needs as appropriate
- Work creatively to navigate systemic and/or motivational barriers that might affect self-sufficiency

### **Relationships**

- Promote high ethical and professional standards in all relationships and activities

- Establish and maintain effective collaborative relationships with agency staff and any other organizations and individuals important to the success of the agency's work
- Establish, maintain, and provide ongoing evaluation of intra-staff communication on all case matters; propose and support ways to ensure effective communication amongst staff and collaborative support service providers
- Attend program and agency meetings as requested

#### Community Resources and Partnerships

- Maintain an up-to-date directory of community resources and ensure that this information is readily accessible to victims and staff
- Regularly meet with partnering agencies and community resources to clarify services and build inter-agency relationships

#### Record Keeping and Client Files

- Monitor accuracy and timeliness of client files in order to document services, maintain accountability, and ensure compliance with contracts, grants, and other funding sources
- Keep any other records necessary to ensure that work is conducted in accordance with agency, funding, and legal requirements.

#### Qualifications:

- B.S. or MSW, willing to pay for supervision while getting license.
- Ability to communicate in both English & Spanish (fluently) — required
- A competitive salary will be based on training and experience.

#### Expectations:

- Represent the values of CCPC
- Success in the role requires a culture of collaboration, excellence, leadership, and respect.
- Sensitive to diversity and the unique challenges dealing with vulnerable populations
- Ability to work independently and multi-task, in addition to working collaboratively within a supportive team and maintain a positive and professional attitude

**Reports To:** Director of Counseling Services

Send resume and cover letter to [admin@ccofpc.org](mailto:admin@ccofpc.org)