



**Department: Social Services    Classification: Community/Non-Profit**

**Description:**

- Advocate for and monitor the services from different social services and/or health care organizations on behalf of EP clientele and patrons.
- Coordinate professional teamwork among the different agencies providing a service. Identify and follow up with individual patrons with special needs and create a referral plan to address those needs.
- Individual case advocacy on behalf of patrons is provided acting as the EP liaison with other agencies or organizations.
- Assist clientele with applications for benefits they may be eligible for, i.e., social security, SNAP (food stamps), welfare, etc.
- Assist clientele with job search, including referrals to potential employers, Referrals to workfirst and One-Stop.
- Follow-up and Data reports required to determine the effect of the service(s).
- Maintain thorough documentation and records.
- Report all activities and outcomes on a monthly basis, including number of clients served, types of services provided and outcomes where available. HMIS/SAMSHA experience desired.
- Represent Elijah's Promise and the interests of Elijah's Promise clientele as assigned with all Community partners and local agencies.
- Other related duties as requested by the Executive Director or Associate Director.

**Skills:**

- Deep familiarity with the social services and health care delivery systems in the greater Middlesex County community; existing relationships with providers a plus
- Ability to connect with a very diverse client base
- Spanish speaking (desired)
- Ability to connect with a very diverse client base
- Ability to work both independently and as member of a team
- Ability to read and speak appropriately to fulfill the responsibilities of the position
- Strong interpersonal, organizational, communication and problem solving skills
- Ability to establish and maintain relationships within and outside EP in a professional manner
- Strong attention to detail
- PC skills, particularly WORD and EXCEL

**Required Credentials:**

- Minimum of a bachelor's degree in social work, counseling, psychology, or related field
- Master's preferred
- At least 3 plus years experience providing case management
- Valid driver's license

**Salary:**

- Salary range: 32k-60k commensurate with education level and experience

**Schedule:**

- 40 hours per week Monday through Friday, one to two weekend days per month, schedule to be determined.
- Attendance will be required at meetings, special events and Monday night dinner

**Contact:**

Email resume and cover letter to [socialworker@elijahspromise.org](mailto:socialworker@elijahspromise.org) by May 30, 2021