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| **JOB DESCRIPTION** |
| **JOB TITILE:**Partners Program Community Social Worker  | **POSITION TYPE:** **X\_ EXEMPT** **\_ NONEXEMPT** |
| **Reports to: Director of Mental Health Services and Director of Willowbrook Corner** | **Date Updated: July 2018** |
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| **Position Overview:** Reporting to the Director of TCH Mental Health Services and the Director of Willowbrook Corner, the Partners Program Social Worker be responsible for delivery of mental health and wellness services, with a focus on youth, families and individuals residing in the apartment complexes that make up the community of Willowbrook Corner. Based in Hinsdale and serving the surrounding area, The Community House is a multi-service organization which provides recreation and cultural activities, counseling and therapeutic services focused on mental health and autism support, education support, and volunteer opportunities. The vision of TCH mental health services is to offer a range of direct counseling and therapy, as well as workshops, educational offerings and mindfulness resources to youth, families and seniors in southeastern DuPage County. Willowbrook Corner is a vital outreachThe Community House offering academic tutoring and social support to at risk youth and families in the Willowbrook Corner community. The programs help students improve their educational performance, practice positive decision making skills, and provides opportunities for community involvement. **Position Responsibilities:** **Staff Therapist for Partners Program at Willowbrook Corner (85% of time)**: • Establish and build relationships with community program partners, referral sources, participants and families to gain involvement in the Partners Program. • Collaborate with the WBC Director in providing integrated services through the existing youth programing.Develop and implement needs assessments to inform service delivery. • Provide group and individual therapy, parent and family counseling and referral services, primarily focused on children 7 to 14 years old in the Willowbrook Corner neighborhood. • Conduct and document assessments and therapy per policies and requirements of TCH Mental Health Services standards. • Within marketing standards of The Community House, develop flyers and other materials to recruit Partners Program participants. • Participate in community relations activities as requested. • Create and implement Partners Program activities in accordance with funding requirements. • Re-assess and revise Clinical Hypotheses and Treatment Plans supported by clinical consultation, supervision, case staffing, continuing education, and the clinical literature• Provide psycho-educational and skill building services to groups, as assigned. **Documentation (10% of time):** • Develop and utilize forms for tracking attendance, expenses, outcomes and other statistics as needed for funding reporting and program review • Maintain timely and appropriate clinical and administrative documentation as detailed in this document and the Counseling Policies and Procedures Manual. • Prepare additional reports as requested by Department Director. **Professional Development (5% of time):** • Participate in regular Clinical Supervision, Case Consultation Groups, and clinical Case Staffing Meetings. • Attend Continuing Education trainings & maintain licensure eligibility. • Increase clinical knowledge and skills by continually seeking out information from supervisors and the clinical literature • Participate in funder meetings and planning discussions as assigned **Other** • Adhere to departmental procedures as described in The Community House Policies and Procedures Manual & TCH Mental Health Services Policies and Procedures Manual. • Demonstrate professional attitudes and behaviors to promote the positive and collegial work environment within the Department and Organization. • Communicate directly with the TCH Mental Health Services Director, in a timely manner, of any occurrence of notable clinical and/or administrative issues as they occur. • Other related duties as assigned. **Weekly Schedule** The position is full time; Monday through Friday, with evening hours required 3 nights a week and attending occasional weekend events as needed. **Qualifications** Professional Education: Master’s Degree in Social Work or Counseling Psychology **DESIRED REQUIREMENTS:** • Experience with various youth program and treatment and service modalities • An effective communicator who creates a good first impression and earns the trust and respect of others, relating well to people from varied backgrounds and in different situations. • Experience with school and community collaborations will contribute to success in this position • Proficiency in Microsoft Office products • Experience with maintaining a clinical database  |

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