



BOYS & GIRLS CLUBS
OF GRAND RAPIDS
YOUTH COMMONWEALTH

POSITION DESCRIPTION TITLE: Social Worker

DEPARTMENT: Clubs

REPORTS TO: Club Director

CLASSIFICATION: Exempt

PRIMARY FUNCTION:

The Social Worker for the Boys & Girls Club of Grand Rapids works closely with Club staff and the Director of Operations and SEL as a member and leader of the SEL team. They oversee the day-to-day operations the SEL program in Club ensuring that it runs efficiently, that SEL interns have what they need to succeed, and that organizational goals are met. The Social Worker also works closely with Club Leadership to ensure staff are trained in and utilize trauma informed practices.

Key Roles

- Assist the Club Director in establishing and maintaining a Club environment that prepares youth for success and supports Youth Development Outcomes.
- Lead the social and emotional learning program including supervising multiple SEL interns in the Club.
- Serve as the Club's number three leader and provide day-to-day operational leadership in the Director/Assistant Director's absence.
- Provide guidance to Club members and serve as a positive role model.
- Exert a high level of leadership in support of the club.
- Ensure SEL interns receive proper weekly supervision as well as opportunities to shadow the Social Worker in the Club
- Manage all clinical documentation and ongoing administrative duties
- Conduct case management with individual members who need extra support
- Provide warm hand off referrals for Club members and Families
- Build relationships with partner schools and provide advocacy for school supports
- Run SEL groups within the clubs in collaboration with SEL interns on topics including but not limited to mental health, coping skills, LGBTQ+, healthy relationships, grief, substance use, sexual education and health
- Work with Club leadership to develop behavior management and safety plans for members
- Meet with parents to provide education and referrals as needed
- Develop and run professional development for staff training
- Maintain contact with external community groups, schools, member's parents, and others to assist in responding to the unique needs of Club members.

- Develop collaborative partnerships with other Clubs, consultants and vendors, as well as youth serving, professional and/or nonprofit organizations, to maintain professional credibility within the community.
- Establish and maintain relationships with colleges and universities to secure field placement and interns in the Clubs.
- Assist with ensuring compliance with organizational policies, licensing requirements, and safety procedures.
- Assist in supporting volunteers and ensure they receive appropriate orientation and supervision.
- Fill in in program spaces as needed
- Assist with Family Nights and organizational events
- Support daily building clean up
- May be required to drive an organizational vehicle.
- Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- A Master's Degree in Social Work from a CSWE accredited college or university
- Minimum of 2 years work experience in behavior intervention, youth development, small group facilitation and/or therapy
- Knowledge of crisis intervention and risk assessment with ability to respond to trauma or psychiatric emergencies
- Knowledge of youth development with experience working with underserved populations
- Knowledge of and experience in supervision and staff development.
- Knowledge of the mission, objectives, policies, programs, and procedures of the Boys & Girls Club of Grand Rapids.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Must be able to stand for extended periods of time. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office setting to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Club of Grand Rapids Youth Commonwealth locations may be required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature: _____ Date: _____

CEO Signature: _____ Date: _____