



Job Title: Social Work Program Manager	Annual Salary: \$ 55,000.00
FTE: 1.0	LAST UPDATE: June 2023
REPORTS TO: Director of Programs	CLASSIFICATION: Exempt

Empower House (formerly Martinez Street Women’s Center) provides community health services, youth development programs, and advocacy opportunities that are transformative and empowering for women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation, and connect their volunteer or professional experiences to our mission. Our organizational philosophy is based on understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

Empower House is seeking a full-time Social Work Program Manager. We are growing our services to include counseling and we are looking for a passionate and experienced licensed master social worker to provide mental health services and oversee our MSW interns. The Social Work Program Manager will supervise graduate level social work students who will provide supportive counseling to youth ages 11-18 and adults who are experiencing stressors such as homelessness, chronic illness, body image issues, traumatic experiences, and other challenges related to social determinants of health. They will also be providing supportive counseling services as needed.

Skills:

- Strong leadership and interpersonal skills with the ability to lead people and provide direction.
- Ability to interpret policy and procedures.
- Ability to communicate effectively with students, adults, staff, and the public from diverse cultural, social, economic, and educational backgrounds.
- Basic computer skills
- Ability to maintain documentation in a concise, accurate and timely fashion.

Key responsibilities:

- Conduct assessments and screenings to clients referred for counseling services
- Develop treatment goals, intervention strategies, and monitor progress
- Utilize evidence-based practices to help improve the quality of life for our clients

- Facilitate individual and group counseling sessions
- Document services in a timely fashion
- Provide referrals and coordinate linkage to outside resources as needed
- Provide weekly supervision to social work interns in accordance with university standards
- Provide training as needed to interns and staff
- Crisis intervention as needed
- Attend in-service training, staff meetings and trainings.
- Perform other duties as directed.
- Assist with the collection of data.
- Basic data entry

Communication:

- Uphold the Empower House values of Solidarity, Empathy, Collaboration and Creativity.
- Exhibit excellent working relations with community members, visitors and staff.
- Demonstrates a willingness to cooperate and add to a positive team dynamic.
- Participate in outreach events and share program information with community members.
- Assist with program meetings and events; support staff with material preparation, registration, setup/clean-up and other duties.

Preferred Qualifications:

- Preferred qualifications:
- LCSW licensure
- 2 or more years providing supportive counseling to similar populations
- Experience providing person-centered culturally relevant counseling
- Passionate about social justice and community empowerment
- Experience supervising social work students
- Strong relational and communication skills
- Organized, independent, motivated, flexible, positive and team oriented
- Bilingual

Minimum qualifications:

- LMSW with 2 or more years of experience providing counseling services for youth and adults
- Bilingual

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.