



Job Title: Social Work Program Manager	Annual Salary: \$ 51,000.00
FTE: 1.0	LAST UPDATE: February 2024
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. Your primary role will be to provide ongoing program development and management of the mental health program which includes, but is not limited to, reviewing current systems, policies, procedures as well as creating and implementing a plan for expanding services, and tracking program data. 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.
- Ability to maintain documentation in a concise, accurate and timely fashion.
- Ability to be flexible with programmatic and organizational needs.
- Basic computer skills.

Key responsibilities:

- Develop mental health programming, to include forms, processes, and procedures as well as reviewing current systems, policies, intern handbook and revising as needed.
- Manage and facilitate the mental health program.

- Collaborate with Empower House data coordinator to track program efficacy.
- 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.
- Grow existing and develop new university social work program partnerships to source social work interns.
- Manage, teach, train and provide ongoing development, counseling, and supervision to social work student 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:

- LCSW licensure (licensure number will be requested for verification).
- 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.
- Experience with program management and/or development.
- 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, post MSW graduation (licensure number will be requested for verification).
- Bilingual.
- Able to provide counseling per CSWE requirements.

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.