

1. Prosperity Social Community Development Group, Inc

**Job Description**
Mental Health/Social Worker

**Job Summary**

Responsible for providing comprehensive assessment, planning, implementation, and overall evaluation of individual client needs.

**Primary responsibilities:**

Evaluate clients to determine services, action plans and other needs to be provided.

* Admits new clients by reviewing records and applications, conducting orientations.
* Determines clients' requirements by completing intake interviews; determining need for, psycho-social, and psychiatric evaluations; reviewing
* Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort.
* Monitors cases by verifying clients' attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crises; providing personal support.
* Maintains clients' records by reviewing case notes, logging events and progress.
* Communicates clients' progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to therapeutic team and family; identifying treatment influences.
* Provides resources.
* Improves treatment results by studying, evaluating, and re-designing processes; implementing changes; rewriting policies and procedures.
* Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
* Meets budget by monitoring expenses, implementing cost-saving actions.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**REQUIREMENTS:** \* Master degree in social work or related field.

* Minimum one year experience working with social services agency or related field.
* Have the ability to work with others, be a team player and to take leadership when necessary.
* Have organizational and computer skills.
* Be able to present three professional reference upon request.
* Good work ethic
* **Must**be able to work Monday through Friday 9:00 AM to 6:00 PM

Job Type: Full-time

Benefits:

* 401(k)
* Flexible schedule
* Health insurance
* Paid time off

Schedule:

* 8 hour shift