



SECOND  
PRESBYTERIAN  
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Social Worker			
<b>Reports to:</b>	Lisa Enright, Director of Mission	<b>Effective:</b>	January 2024
	Karen Lang, Executive Pastor	<b>Updated:</b>	3/25/2024
<b>Directly Supervises:</b>		<b>Status:</b>	F/T
		<b>FLSA:</b>	Exempt

**Job Summary:**

An emotionally intelligent Social Worker/case manager that will plan, coordinate, and connect with families in need of social services. Demonstrates the capacity for compassion and sensitivity for the needs of our neighbors and is knowledgeable about local social service resources.

**Essential Functions:**

**Work directly with clients and connects them with social services and does follow up to a satisfactory outcome.**

**Continually updates referral lists and opportunities in Marion County for the client base. Updates completed quarterly.**

**Prioritize clients based on their needs, limitations, and desires.  
Develop and execute case management recommendations.**

**Assist in managing grant funding and reporting of essential statistics.**

**Maintain records and outcomes of client progress for monthly and annual reports.**

**Offer and coordinate enrichment and educational opportunities for the greater community.**

**Provide office hours that coincide with the Northside Food Pantry including a minimum of 1 Saturday per month.**

**Collaborate with CenterPoint Counseling to connect their clients with social services when requested and refer families to CenterPoint Counseling for mental health services.**

**Assist in food pantry when needed.**

**Minimum Qualifications:**

A Bachelor of Social Work and or related degree + 2 years' experience in social work/case management.  
A knowledge of ability to maximize use of local resources.  
Bi-lingual preferred.

**Physical Qualifications:**

Position includes lifting and stocking food pantry items.

**Core Competencies:**

**Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

**Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of your work, works well with people at all levels of the team; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Listening:** Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.

**Confidentiality:** Respect information entrusted by clients and do not share information with others unless given explicit permission to share with a defined group. Keep confidential information stored in a safe and secure manner. Confidentiality ensures individual dignity, prevents information misuse, and builds trust between parties.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolved unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Disclaimer:**

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.