The Salvation Army
Job Description

Job Title: Pathway of Hope Caseworker
Department: Social Services
Reports To: Pathway of Hope (POH) Regional Coordinator
FLSA Status: Non-exempt
Salary Grade: 8
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MISSION STATEMENT:
The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

SUMMARY/PRIMARY PURPOSE: The purpose of the part time Pathway of Hope caseworker is to assist the Western Division in their efforts to implement the Pathway of Hope approach. This particular position will work with the Cluster group and will be stationed out of Des Moines. They will have direct contact with clients from the Cluster 1 social services doing case management utilizing Pathway of Hope approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.
1. Recruit clients with children that can benefit from the Pathway of Hope case management approach in the Des Moines, Ames, Boone, and Newton areas.
2. Work with clients to complete comprehensive assessments and action plans.
3. Make referrals to services designed to address identified goals.
4. Develop plans to address transition needs.
5. Enter data regarding clients in the SIMS system.
7. Participate in team meetings and trainings.
8. Driving is an essential function of this position.

MARGINAL DUTIES:
Other similar and related duties may be assigned.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE: Bachelor’s degree in social work or related field from four-year college or university and one year of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

COMPUTER/PROGRAM SKILLS: Intermediate experience in Microsoft Word and Excel.

COMPLEXITY OF DUTIES: Diversified duties involving an intensive knowledge of a specialty field, and the use of a wide range of procedures. Requires the use of judgment in the analysis of facts and circumstances surrounding individual problems and transactions and in the determination of actions to be taken within the limits of standard or accepted practice.

SUPERVISION RECEIVED: Under direct supervision of the Pathway of Hope (POH) Regional Coordinator and by following policies, procedures, and general objectives. Consult with supervisor relating to progression of objectives and specific cases as needed.

ERRORS AND QUALITY OF WORK: Probable errors or quality of work problems usually detected in succeeding operations and generally confined to a single department or phase of organization activities. Most of the work is verified or checked. Corrections may involve back-checking by others.

LANGUAGE SKILLS: English proficiency sufficient for communication with supervisors, co-workers, clients and customers. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS: Must pass all applicable background checks. Must possess a valid driver's license from the state in which you reside. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

PHYSICAL DEMANDS: The physical demands 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 functions. Must be able to stand, walk, sit, use hands to finger, handle or feel. Must be able to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and talk or hear. Must be able to lift up to 50 pounds. There are no special vision requirements.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to work near moving mechanical parts; work in high, precarious places, with fumes or airborne particles and work in outdoor weather conditions. There is moderate noise level for this position.

COMMENTS: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to revisions at the discretion of the employer.

SIGNATURE/DATE: The following signature indicates that I have reviewed the job description and understand the responsibilities of this position.

Employee Signature: ___________________________ Date: _________________

Employee Name: ___________________________