

House of Ruth Job Announcement

Position Title: Social Services Specialist
Immediate Supervisor: Director of Clinical Services
FLSA Classification: Full-time/Exempt

Overview:

House of Ruth is a 29-year-old nonprofit HIV/AIDS services organization with a mission of strengthening lives for those with or affected by HIV/AIDS. We do this by offering housing and support services with a holistic focus on low-income individuals who are HIV-positive, as well as their family members who count on them for financial and emotional support.

Ours is a culture that values professionalism and integrity, along with an unwavering commitment to House of Ruth's mission. The successful candidate is a hands-on problem solver who takes the job duties very seriously but can find humor in the day-to-day, sometimes unpredictable occurrences of a nonprofit that provides direct services to an underserved client population.

Job Summary:

The Social Services Specialist provides case management, basic needs resources, community programming, crisis intervention, and community referrals primarily to individuals and families who are not receiving housing services from House of Ruth. Also provides case management for limited number of long-term supportive housing clients.

Qualifications:

- Master's degree in Social Work, Counseling, Marriage and Family Therapy, or a related field; Spring 2021 Master's graduates encouraged to apply
- Kentucky license required within 6 months of hire (CSW, LPCA, LPATA, MFTA, LPCC, LMFT, LPAT, or LCSW)

Responsibilities:

- Provides intake assessments for new clients and annual treatment plan updates for clients who want to remain eligible for HOR's emergency and family services: crisis intervention and referrals, food pantry, emergency housing, rent and utility assistance, public transportation, back-to-school support, and cost to replace birth certificate or government IDs
- Administers emergency financial assistance for basic needs, primarily emergency housing, rent and utility assistance, public transportation, and cost to replace birth certificate or government IDs
- Provides case management, including quarterly in-home visits, for limited number of long-term supportive housing clients
- Working with HOR resource development staff, oversees annual Children's School Success Project, our back-to-school support project for 60 families that provides new uniforms/clothing, shoes, and supplies
- Coordinates annual Harvest Dinner for clients and staff

- Participates in bi-weekly treatment team and administrative staff meetings and monthly clinical skills meetings
- Attends all required trainings as determined by supervisor
- Documents all services rendered to clients within timeframes determined by supervisor
- Additional, selected duties or tasks may be required as necessary

Physical Requirements:

- Physical exertion requirements other than routine, e.g., off- and on-loading, carrying, lifting, or other movements related to the job duties, will be undertaken with the advice of the supervisor.

To Apply: Please email resume and letter of interest to Deloris Johnson, Director of Clinical Services, at djohnson@houseofruth.net. Thank you for refraining from telephoning about the status of your application.