**SOCIAL WORKER**

**ALIQUIPPA LIBRARY DISTRICT**

The Aliquippa Library District serves the 10 public libraries in Beaver County, providing support services including programming, consulting, and operations assistance. We have received funding to add a 2-year social worker position to rotate between the 10 libraries on a bi-weekly basis, to enhance the lives of our residents and support their various life needs. This position will create an infrastructure to successfully continue the program once grant funds are expended. We are looking for someone who is reliable, collaborative, outgoing, has documentation skills, and can handle difficult situations calmly.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The public libraries of Beaver County are trusted community and cultural centers that serve a highly diverse populace.

The Aliquippa Library District is seeking a creative, innovative, and team-oriented Social Worker to join our team. They will be responsible for developing, coordinating, and implementing community-centered services and events that are responsive to the existing and emergent needs of the community including customers of all ages who experience mental health, substance abuse, and housing issues.

**RESPONSIBILITIES:**

* Assesses and makes resource referrals for various services to library customers tailored to their requests and needs assessment information and follows up.
* Connects, builds, and maintains collaborative relationships with community agencies, neighborhood groups, social services agencies, and volunteer organizations.
* Serve as a resource to the general public, responding to inquiries and providing information on the various types of services, programs, and projects available for the community at the library.
* Identify customers who need assistance with housing, health, and other social service needs and providing referrals.
* Function as liaison to community groups and organizations, promoting and coordinating library programs.
* Work in collaboration with highly dynamic stakeholder teams within the organization and externally.
* Respond to inquiries, requests, and complaints as directed.
* Attend and schedule meetings with community groups to discuss current issues.
* Coordinates training for staff to enhance understanding of mental health, substance abuse, and housing issues; provides consultation and support to the library staff after difficult customer interactions.
* Collects and maintains data to generate outcomes. Analyzes these outcomes to determine if goals generated through staff feedback and set by ALD are being met. Completes program reports regarding services provided and known outcomes.
* Perform other duties as assigned by District Administrator.
* May require some evenings and Saturdays.

**SUPPLEMENTAL INFORMATION**

**Physical Demands of the Position**

Walking, standing, sitting, bending, keyboarding, talking, listening, reading. Must be able to drive or have transportation to the various libraries.

**Environmental/Working Conditions of the Position**

Normal working conditions of a public library.  This position requires intensive interaction with the public.  Local travel is required to attend off-site meetings and events. Some regional and national travel may be required to attend training opportunities or conferences.  Some evening and weekend work may be required.

**Equipment Used**

Computer, telephone, fax machine, photocopy machine, audio-visual equipment, projector, sound amplifying equipment, scanner, and other equipment not specifically identified.

**EDUCATIONAL REQUIREMENTS**
Requires a bachelor’s degree or master’s degree in social work or a related field.

**EXPERIENCE REQUIREMENTS**
Professional experience in community organizational work, resource and referral services, or a closely related field is highly desired.

**PREFERENCES**

Preference will be given to applicants with:

* Bachelor’s or master’s degree in social work.
* Experience with library, community, non-profit, socials services, or government program management.
* Strong communication skills and experience with public speaking.
* Strong coordination and program planning skills.
* Exceptional interpersonal and organizational skills with a high level of attention to detail.
* Effective collaboration and networking skills.
* Ability to work effectively with and in diverse populations.
* Ability to manage and execute multiple tasks/projects independently.
* Ability to identify and prioritize opportunities in ambiguous contexts.
* Experience working with disadvantaged individuals suffering from mental illness, chronic illness, veterans, or homelessness.
* Experience working with children and families; and
* To better serve our diverse communities, fluency in a foreign language is highly preferred

 **GENERAL INFORMATION**

**SALARY** $33.33 - $35.00 per hour, DOQ

All new employees must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

**TO APPLY:**

Include meaningful cover letter, updated resume, and contact information for three professional references.

 **EEO Equal Employment Opportunity**

**The Aliquippa Library District is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.**