

Job Title	Social Worker
Employer/ Agency	Houston Area Parkinson Society
Job Description	<p>The Social Worker is an essential member of the organization’s social services team. The person fulfilling this role will be a licensed master’s level social worker who is fluent in English and Spanish and will support the Social Services department through case management, home visits, support groups, and participating in educational and enrichment events. Reporting to the Director of Social Services, s/he/they will be responsible for helping to drive the organization’s expansion through outreach throughout the greater Houston area through health fairs, partnerships with local institutions, and engaging community partners. The position deals with a wide range of responsibilities that include client interaction, coordinating care on an interdisciplinary level with outside institutions and physicians, assisting in the formation of existing and new educational and enrichment programs, and building community partnerships through outreach. The Social Worker must be able to anticipate project needs, discern work priorities, and meet deadlines. S/He/They should have a passion for social work, especially working with older adults and those with chronic illness and be capable of building strong and positive rapport with clients. The ideal candidate will possess the highest level of integrity, excellent communication skills, a collaborative and team spirit, willingness to be flexible and available to work evenings and weekends as required for special events, and the ability to manage various responsibilities simultaneously. The Social Worker must be self-motivated, resourceful, organized, and both detail-oriented and able to see the big picture. The demonstrated ability to be a strategic, creative thinker and to get things done with accuracy, quality and accountability is essential for success.</p> <p>Job responsibilities include:</p> <ul style="list-style-type: none"> • Serves as primary point of contact for Spanish-speaking clients • Provides information and referral regarding direct services clients • Provides case work and case management for appropriate clients which including home visits and family/individual consultations • Acts as an educational and supportive resource for clients and caregivers • Assists in representing the agency in presentations to the public which raise the awareness of Parkinson’s and increase the visibility of the organization • Participates in HAPS educational/outreach programs, such as the HAPS Educational Symposium, Caregiver Conference, Summer Lecture Series and Newly Diagnosed Programs as assigned • Coordinates with Director of Social Services on development and implementation of HAPS new and existing outreach programs • Serves as the liaison to the community for networking with professional organizations in both English and Spanish • Facilitates Spanish and English-speaking support groups • Participates in development and implementation of program evaluation tools to measure and interpret outcomes, program goals and objectives • Completes documentation in a timely, efficient manner

	<ul style="list-style-type: none"> • Prepares monthly reports reflecting services hours to clients • Prepares monthly reports reflecting use of HAPS outreach programs • Assists with creation of outreach materials as needed • Informs and interacts with the organization's Board of Directors to support resource development, cultivation, and related activities
Qualifications	<ul style="list-style-type: none"> • Licensed Master's Social Worker (LMSW) by the Texas State Board of Social Work Examiners • Minimum of 2 years work experience directly related to social work/case management • Bilingual (fluent in Spanish and English) • On-site, in-office position • Ability to multi-task, meet deadlines and work with minimal supervision, including documentation of client interaction • Strong written, oral and presentation communication skills • Proficient social networking skills • Expert Microsoft Office Suite • Attention to detail • Capacity to work independently and as part of a team • Ability to lift 40 lbs. related to office tasks or organization events • Reliable transportation • Fully vaccinated for COVID-19 • Professional attitude and appearance
Salary/Hours	This is a full-time exempt salaried position. Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position.
Address	2700 Southwest Freeway
City, State, Zip	Houston TX 77098
Contact Person	Celeste Harris, LMSW – Director of Social Services
Telephone Number	713-313-1706
Email Address	careers@hapsonline.org
Application Method	Email resume, cover letter and salary requirements to careers@hapsonline.org
Opening Date	Immediately

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