



<b>Job Title</b>	<i>Social Worker Assistant</i>
<b>Department</b>	<i>Center for Financial Inclusion</i>
<b>Reports to</b>	<i>Family Therapist</i>
<b>Location</b>	<i>Washington, DC</i>
<b>Position Type</b>	<i>Regular, Part-time</i>
<b>Exemption Status</b>	<i>Nonexempt</i>
<b>EEO Classification</b>	<i>0430</i>
<b>Date</b>	<i>January 2025</i>

### General Summary

The Greater Washington Urban League is offering The Black Fatherhood Blueprint Program in partnership with the United Way of the National Capital Area (United Way NCA). This program will provide guidance and support for fathers and their families. Fathers will be supported in the areas of health, relationships, and economic mobility. The program will help Black Fathers in Washington, DC to improve overall wellness, economic well-being, and reduce child support arrears for hundreds of families in the District of Columbia, now and in future generations. After a four-month ramp-up phase, the program will serve 150 families over a 2-year period.

The fathers will receive ongoing guidance and resources, to support their healing, build their network of support, increase their parenting knowledge, and improve their overall well-being, while also fulfilling their duty to provide financial resources for their child. The program will provide healing circles, financial therapy, workforce development training, parenting education, mental and physical health resources, legal support, housing navigation, emergency financial assistance, peer support groups, individual and family therapy, and more. It will serve as a place for fathers to build stronger familial bonds, regain their financial footing, catch up on child support arrears, and develop their own social and emotional well-being and that of their families.

The Social Worker Assistant will assist in providing support to individuals, families, and communities through direct practice and programmatic activities, under the supervision of licensed social workers and program managers. This role offers an opportunity to gain hands-on experience in case management, client assessments, and the development of intervention plans. The Social Worker Assistant will participate in facilitating support groups, conducting community outreach, and assisting in the delivery of social services, particularly for vulnerable populations. The role also includes engaging in ongoing learning and development, while contributing to the organization's mission of empowering individuals and families. The ideal candidate will demonstrate a strong commitment to social justice, a desire to grow in clinical social work practice, and an interest in working with diverse communities.

### Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Client Support:** Assist in providing direct support to Black fathers and their families by conducting intake assessments, gathering client information, and observing the therapeutic process under supervision.
- **Case Management:** Support case managers in developing and monitoring client care plans, ensuring fathers and families receive appropriate services and resources.
- **Group Facilitation Support:** Assist in facilitating support groups for Black fathers, helping to create a safe and supportive environment where participants can share experiences and build community.
- **Resource Referral:** Help connect clients with relevant community resources, such as parenting programs, employment services, mental health support, and educational opportunities.
- **Family Engagement:** Participate in outreach and engagement activities to build trust and rapport with Black fathers and encourage active involvement in program services.
- **Documentation & Reporting:** Maintain accurate and confidential records of client interactions,



assessments, and progress, adhering to ethical and legal standards.

- **Program Support:** Assist with the coordination of program activities and workshops aimed at strengthening father-child relationships, improving parenting skills, and addressing issues such as trauma, substance abuse, or mental health.
- **Cultural Sensitivity:** Learn and apply culturally competent approaches to working with Black fathers, respecting their unique cultural needs and addressing challenges related to race, identity, and systemic barriers.
- **Observation & Supervision:** Observe and participate in therapy sessions, case reviews, and team meetings, receiving feedback and guidance from licensed social workers and supervisors to enhance professional development.
- **Community Outreach:** Participate in outreach efforts to promote the program, assisting in creating materials and engaging with the community to increase program awareness.
- **Learning & Development:** Engage in continuous professional development through workshops, supervision, and training opportunities related to social work practice, culturally responsive interventions, and family dynamics.

### Qualifications

- Bachelor's degree or currently enrolled in a Master's program in Social Work, Psychology, Sociology, or a related field from an accredited institution.
- For Master's level candidates, coursework or clinical training in family dynamics, social justice, and/or mental health preferred.
- Previous experience or coursework related to social work, case management, or working with families is a plus, but not required.
- Experience in community outreach, working with diverse populations, or volunteer work in social services is highly desirable.
- Strong interest in working with Black fathers and families, with a commitment to addressing issues related to race, identity, and systemic barriers.
- Excellent communication skills, both written and verbal, with the ability to engage effectively with clients and team members.
- Ability to work in a culturally sensitive and inclusive manner, demonstrating respect for diverse perspectives and experiences.
- Strong organizational and time-management skills, with the ability to manage multiple tasks and deadlines.
- Willingness to learn and apply new skills under the supervision of licensed social workers and program managers.
- Basic understanding of social work ethics, confidentiality, and professional boundaries.
- Compassionate, empathetic, and dedicated to supporting vulnerable individuals and families.
- Motivated, proactive, and eager to learn about social work practice, particularly in the context of fatherhood and family services.
- Ability to work independently as well as part of a collaborative team.
- Interest in social justice and advocacy for Black fathers and families.
- Commitment to growing in the field of social work through hands-on experience, training, and supervision.
- Must be available for a minimum number of hours per week, depending on program needs and academic requirements.
- Working knowledge of Microsoft Teams, Word, Excel, PowerPoint, and Outlook
- Must be able to personally identify with the lived experiences of our primary constituents and clients.
- Must be legally authorized to work within the United States.
- Must successfully complete a background check.

### Working Conditions

The employee will be working in a normal office setting. This position requires occasional evening and weekend hours and is based in the office.

### Physical Requirements



While performing the duties of this opportunity, the employee will frequently sit, stand, walk, and reach. May need to lift files or packages periodically.

**Other Duties**

This job description is intended to describe the general nature and work performed by employees but is not a complete list of activities, duties, or responsibilities required of personnel. Furthermore, other duties, responsibilities, and activities may change or be assigned at the discretion of the employer.

**Direct Reports**

None

**Signature**

The employee signature below constitutes the employee acknowledging receipt of the requirements, essential functions, and duties of the position. The Greater Washington Urban League is an at-will employer.

Employee Name: \_\_\_\_\_

Employee Signature:

Date:

<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Reviewed:</b>	

