

# Workforce Social Worker



**The Women's Center is seeking a full time Bachelor or Master level Social Worker for our Employment Solutions Program to assist unemployed and underemployed women and men address barriers preventing them from successful employment and financial stability.**

- Assess and evaluate participant's capacities and challenges to employment utilizing coaching techniques in a client-driven process
- Guide the participant in connecting to local community resources and aid them in accessing resources
- Follow-up with participants to ensure successful connection with resources
- Accurately collect and enter data into electronic database systems
- Facilitate group sessions on various topics to guide participants toward their employment and financial goals using current Agency curricula, processes and procedures; and process related documents
- Work closely with Workforce Solutions workforce center staff and community resource providers within Tarrant County, for the benefit of the participant

## **Strong candidates will:**

- Work effectively as part of the Success Team
- Have strong knowledge of community resources, life skills, job readiness skills and barrier removal
- Create an atmosphere, individually and in group settings, that facilitates motivation and personal growth for participants in person and remotely
- Analyze complex participant situations and coach accordingly
- Possess strong communication and presentation skills
- Effectively comprehend, read, write, and speak English – bilingual Spanish/English a plus
- Utilize coaching techniques with participants to help them move towards financial and employment goals
- Timely and accurately enter data into customized databases and possess strong MS Word, Excel, and Outlook skills
- Maintain and display respect and empowerment of participants, team members, and partners

## **Requirements:**

- Minimum Bachelor in Social Work degree (BSW) or Master's in Social Work degree (MSW)
- Minimum one year experience in social services providing case management, coaching, employment assistance or barrier removal
- Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business
- Local travel to partner locations required
- This position is not a remote position although some remote days are available on a limited basis.

### **E-mail resume and cover letter to:**

Terri M. Rios  
Director of Employment Solutions  
[trios@womenscentertc.org](mailto:trios@womenscentertc.org)  
SUBJECT LINE: Employment Solutions Social Worker

**NO PHONE CALLS PLEASE**