

## Work Study Job Description

<b>Job Title</b>	Social Worker Work Study Assistant
<b>Organization Name</b>	DSHS Region 2 / Children's Administrati
<b>Job Location</b>	
<b>Address</b>	3600 South Graham St. Seattle Washington 98118
<b>Pay Rate</b>	\$11.00 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Shearun Faison
<b>Phone Number</b>	206-760-2468
<b>Email Address</b>	shearun.faison@dshs.wa.gov
<b>Website</b>	

### Nature of Organization

To improve the quality of life for individuals and families in need. We will help people achieve safe, self-sufficient, healthy and secure lives.

\* Offer concentrated and coordinated social, health and financial services that meet the unique needs and strengths of individuals and families.

\* Work with Washington communities to help build our mutual capacity to provide local social and h

### Duties and Responsibilities

Assist agency Social Workers by transporting clients: supervising parent-child visits; Case Filing; Arranging community-based services for clients; Accompanying Social Worker on home visits & interviews; input info in Famlink (limited), put together packets for SWs, copying, return calls, observe & attend court, staffing, make referrals for services; Provide emotional support to children and families; Assist in record keeping, case documentation and participate in other similar duties.

### Minimum Qualifications

- Be at least 18 years of age
- High School Diploma
- Possess a valid driver's license when operating a state or privately owned vehicle on official state business. Comply with Washington State's liability laws when operating a privately owned vehicle on official state business
- Successful completion and clearance of a Background Check
- Provide proof of employment eligibility

**Educational Benefits**

- Understanding and respecting the strengths of the clients including their heritage, cultural beliefs and values, communication and learning styles.
- Develop effective partnerships with the family, service providers and others to address primary safety risks and concerns through cultural competency and strength based communication.
- Introduced to an organizational environment that encourages creative leadership, teamwork, integrity, accountability, and excellence for all employees.
- Work

**How to Apply**

Email Shearun Faison in the Human Resource Department at [shearun.faison@dshs.wa.gov](mailto:shearun.faison@dshs.wa.gov) with a letter of interest.