



JOB ANNOUNCEMENT

SOCIAL WORKER

FULL-TIME, 40 HOURS PER WEEK

\$56,236 TO \$70,435 PER YEAR

\$27.04 TO \$33.86 PER HOUR

CLOSES JANUARY 3, 2022 – OPEN UNTIL FILLED

ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children’s, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

THE POSITION

Works directly with patrons needing social service assistance by providing information, support, and referrals to appropriate organizations. Actively connects with library patrons to build ongoing relationships without direct case management. Serves as a resource for library staff. Models effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing, or exclusion issues. Represents JCLS’s interests in interactions with area social service agencies, governmental entities, and other relevant organizations.

DUTIES AND RESPONSIBILITIES

- Identify library patrons who may benefit from social service support through outreach, direct observation, or referral by library staff.
- Evaluate patron’s identified needs through an intake assessment. Needs may include but are not limited to the following services: housing, mental health, primary care, substance abuse, exclusion, domestic violence, etc.
- Provide current and relevant information, support, referrals, and assistance to patrons experiencing mental health issues, substance abuse, unstable housing, or exclusion issues.

- Serve as a resource and model to library staff to work effectively with patrons experiencing life challenges.
- Serve as a resource to library staff regarding community resources for at-risk individuals and families.
- Connect and build collaborative relationships with community organizations, including attending County Continuum of Care and other meetings.
- Provide consultation to library staff on a daily basis as needed in regards to issues relating to social service needs of patrons.
- Provide consultation and support to the library staff through de-briefing during and/or after an incident with patron(s) has occurred.
- Crisis assistance and intervention in the library as required.
- Initiates, participates, and collaborates with JCLS staff on projects, committees, and trainings.
- Represents JCLS in networking with other agency representatives and at community meetings, as related to the essential duties.
- Serves as a resource for JCLS as a whole on issues relevant to patrons experiencing mental health issues, substance abuse, unstable housing, or exclusion issues.
- May attend management team meetings.
- Regular attendance.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- The ability to carry out duties with compassion, empathy, and understanding.
- Constantly strives to find new ways to increase satisfaction among patrons in need.
- Fosters equitable services and forge meaningful connections.
- Manages relationships with respect.
- Exercises best judgment, trustworthiness, and professional standards of conduct.
- Consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action.
- Defends intellectual freedom and patron privacy and confidentiality.
- Demonstrates proficiency in professional and technical skills and knowledge in position-related areas.
- Keeps up with current developments and trends in areas of expertise in order to foster personal success and connections for others.
- Completes required CE credits to maintain certifications.
- Ability to listen and respond to others appropriately.
- Calm and reflective, manages stress appropriately, even during tough times.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

1. One year of experience in a clinical setting.
2. Direct supervisory experience of staff, volunteers, or interns.

DESIRED QUALIFICATIONS

1. Possession of a valid LCSW license.
2. Experience working with people affected by homelessness, food insecurity and/or poverty.
3. Experience with de-escalation, restorative justice and conflict management.
4. Experience working in a public library setting.
5. Experience providing direct service to at-risk, marginalized populations.
6. Experience collaborating with law enforcement to develop partnerships and creative solutions.

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.

- Must have valid driver's license and required mandatory insurance when operating a privately-owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
- Speaking to share, respond and maintain relationships or to convey instructions and/or direction
- Presenting to a wide range of ages and audiences to inspire lifelong learning
- Considerable cognitive process to make effective decisions for non-routine work
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
- Deadlines and changing priorities with multiple demands on time
- Attendance at evening and weekend meetings and/or social/business events
- Available for emergencies and off-schedule contacts

SALARY

This position is placed at range P on the JCLS salary schedule, and has a starting yearly salary range of \$27.04 to \$28.72 per hour and \$56,236 to \$59,741 per year. The full salary range is \$56,236 to \$70,435 per year. Placement on the salary schedule is based upon education and experience.

BENEFITS

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

SELECTION PROCESS

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/> These items must be turned in to the Human Resources Department no later than **January 3, 2022 at Midnight PST**.

Materials can be submitted by emailing to hr@jcls.org. Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.