



Helpline House is hiring a Social Work Manager (job description below). This position must be able to clinically supervise staff with Associate level licenses, as well as the Helpline House social work staff. We would also like this position to provide therapy to a very small caseload, if possible.

We have the position posted as .8 FTE but can be flexible. This could be an ideal hybrid position between joining Helpline House staff and continuing private practice, or simply be at home for someone wanting to provide clinical supervision as well as individual therapy.

Benefits are offered to anyone working 20 hours or more - medical/dental, paid sick/vacation, retirement, etc.

**Please submit your resume to Maria Metzler at [mmetzler@helplinehouse.org](mailto:mmetzler@helplinehouse.org) or send an email with any questions.**

Please pass this along widely to those who might be interested or know others who might be interested.

The job description is on the next page.

Food Assistance  
Advocacy  
Crisis Management  
Therapy  
Social Services



POSITION: Social Work Manager

PURPOSE: Provides supervision and management to social service programs that support the mission of Helpline House.

RESPONSIBLE TO: The Executive Director

RESPONSIBILITIES:

Program:

- Develop, implement, and monitor programs, including direct client services and referral to service providers.
- Support volunteer services through developing and implementing formal and informal training opportunities.

Administration:

- Monitor client database and provide monthly service statistics.
- Lead or assist in various community initiatives and education as directed.
- Report out on social work program in routine agency meetings.
- Facilitate weekly clinical social work meetings.
- Monitor all training and professional practices and policies.
- Maintain relationships with educational institutions. Select interns and arrange for their training and supervision.

Fiscal:

- Monitor client support funds.
- Assist in the development of the annual budget and related grants.

Personnel:

- Assist with the hiring of social work staff.
- Supervise, mentor, coach, evaluate and direct social work staff.
- Maintain caseload equity.
- Assist with and monitor professional growth and continuing education of social work staff.
- Provide clinical supervision.

Direct Service:

- Provide back-up social work coverage for staff as needed.
- Carry limited client caseload.
- Other Duties as Assigned.

QUALIFICATIONS:

- Education: Master of Science in Social Work, Counseling or other related field.
- Holds Washington State licensure.
- Experience: Minimum two years full-time mental health experience. Desired two years full-time supervisory experience.
- Experience with building and monitoring organizational budgets.
- Demonstrated effective communication skills.
- Washington State Approved Supervisor