



The Archdiocese of Philadelphia

Job title	<i>CCV Social Worker - Bilingual (Spanish / English)</i>
Current holder	
Reports to	<i>Executive Director</i>
Location	<i>Catholic Charities of Philadelphia Community Center at Visitation 2646 Kensington Ave Philadelphia, PA – 19125</i>
FLSA Status	<i>Non-exempt or Exempt</i>
EEOC Classification	<i>Choose one of the nine EEO Categories</i>

The Archdiocese of Philadelphia and its entities is a Roman Catholic religious organization and that all employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church.

Job purpose

The Community Center at Visitation is seeking a compassionate, dedicated, and mission-driven Bi-Lingual Social Worker who will play a vital role in helping individuals, youth, and families facing poverty, food, housing insecurity, unemployment, and mental health challenges. The goal is to help them build stability skills and assess the need to become self-sufficient. This position blends direct service, case management, and community engagement, embodying the values, teachings, and morals of the Roman Catholic Church.

Duties and responsibilities

Outreach & Engagement

- Reach out to the communities surrounding the Community Center at Visitation in the Kensington area to support the needs of youth and families in particular.
- Conduct home visits and fieldwork in underserved neighborhoods to assess needs and build rapport.
- Participate in community outreach efforts, including parish and school events, resource fairs, and other local organizations.

Case Management & Client Support

- Provide case management services to individuals, youth and families in crisis, including intake assessments, service planning, and follow-up.
- Maintain regular communication and follow-up with clients to monitor progress and provide ongoing support.
- Connect individuals, youth and families to appropriate community resources, including food assistance, job training, and mental health services.
- Advocate on behalf of clients to ensure access to appropriate services and benefits.

Personal Development

- Develop personalized care plans that support the dignity, strengths, and needs of each individual, youth & family.

- Support youth and families in setting and achieving personal goals related to education, family life & growth.
- Facilitate support groups and educational workshops on topics including mental health, job readiness, parenting, and financial literacy.

Collaboration & Community

- Collaborate care with local service agencies.
- Contribute to building a network of collaborative partners and referral relationships.

Compliance & Professional Standards

- Maintain accurate and confidential case files and documentation in compliance with organizational and legal standards.
- Comply with mandatory reporting laws and all applicable regulatory requirements.
- Participate in regular supervision, team meetings, and professional development opportunities.

General Support

- Any other function in which the Executive Director requires support or assistance.

Qualifications

- Bachelor's degree in social work (BSW) or related field required
- Master's in social work (MSW) and licensed (e.g., LSW, LCSW) preferred.
- Experience working with youth and families in underserved communities.
- Minimum 2 years of experience working with vulnerable populations
- Familiarity with Catholic social teaching and a commitment to serving all people with dignity and respect.
- Strong interpersonal, communication, and crisis intervention skills.
- Ability to work independently and as part of a collaborative team.
- Bilingual (e.g., Spanish/English).
- Background check and clearance required.

Working conditions

- Standing or sitting for long periods, depending on the day and CCV day's schedule.
- Regular interaction with guests or community members.
- Noise level depending on the CCV day's schedule.
- Fieldwork required, including home and site visits in high-need communities.
- Some evening or weekend hours may be required.
- Must have reliable transportation and valid driver's license.

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tool or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 lbs.

Direct reports

Date approved:	
Reviewed:	