



**Job Title: Social Services Manager, The Backside Learning Center, Inc.**

**Reports To: Director of Programs**

**FLSA Status: Non-exempt, Full-time (37.5 hrs/week)**

Are you passionate about building community, social justice, and believe everyone should have access to quality education? Do you speak English and Spanish and want to incorporate your bilingual talents in a workplace environment? Are you driven to work toward contributing to an important mission of making Louisville a welcoming place for immigrants and others with diverse backgrounds?

The Backside Learning Center (BLC) is an independent, non-profit organization providing support and resources in a safe, welcoming environment to the diverse community of racetrack workers and their families. We are a non-traditional workplace, located in the heart of the backside, amongst the stables of Churchill Downs racetrack. We are one of the backbone agencies in Louisville with a focus on Trauma Informed Care, prioritizing the establishment of a healthy work environment and self-care practices. We pride ourselves in being a flexible, encouraging, and democratic environment.

We are a small but mighty team-oriented organization that has grown exponentially in recent years, located at the workplace of our adult clients, making us accessible and an integral part of the backside community. Many clients also live on the racetrack and the backside is like a small town. When you come to work each day, you are coming into a community (an added perk includes being able to walk out of your office and pet a horse or goat!).

**Summary of Position**

Reporting to the Director of Programs, the Social Services Manager is a social work position, managing all social services provided to the community of adults working in the equine industry, and their families. This will include direct services for walk-ins, case management for individuals and families and lead groups focused on wellbeing. This position also supervises the Social Services Team and has supervisory responsibilities.

**Candidates must be fully bilingual in Spanish and English to be considered. No on-call is required with this position.**

This position may require some evening hours and some weekends on occasion when needed.

**Responsibilities**

- To provide Case Management for clients in crisis (intermediate & severe needs) using culturally competent, trauma-informed care practices

- To provide, or oversee other staff to provide walk-in services and information, such as filling out paperwork, helping to access transportation, health care, housing, etc.
- Build partnerships with community-based organizations that can provide programming and services to our client base to enhance quality of life
- Make referrals as appropriate for clients to other governmental or non-governmental community-based services or agencies
- Work with both adults and children, developing case plans/treatment plans to include personal goals and a plan for those to be actualized
- Maintain client confidentiality and be familiar with HIPAA and FERPA
- Supervise at least three (3) staff persons carrying out social services; plus, social work practicum students (if appropriate)
- Conduct home visits as appropriate
- Maintain accurate, timely records and case notes in database

### **Education, Experience, and Skills Preferred**

- Master's in social work (MSW) preferred or other relevant degree, plus a minimum of three years working in the social services field **OR** relevant life experience if no degree.
- Knowledge of case management techniques and practices as well as crisis intervention methods.
- Knowledge of and experience in working from a trauma-informed lens.
- Knowledge of social work principles and concepts.
- Experience working with diverse cultures and deep understanding of barriers faced by immigrants in the U.S.
- Commitment to the mission and strategic direction of the organization.
- Must have a valid driver's license and continuous availability of an automobile.
- Must have computer skills in Windows environment, Microsoft Office Suite programs, Excel, Power Point, and case management software.
- Must be fluent (native or near-native level) in both Spanish and English.
- *Proof of vaccination against COVID-19 is required for employment.*

### **Benefits and Compensation**

- We offer a generous benefits package, along with a supportive environment.
- Medical, dental, and vision insurance available starting from the date of hire.
- A simple IRA plan available after 12 months of full-time employment with up to a 3% match.
- 34 PTO days in the first year (includes 7 paid holidays)
- Paid parental leave after one year
- Opportunities to attend high-quality professional development trainings.
- \$46,000 - \$54,000 annually with potential annual increases based on performance and funding availability.
- Team-oriented work environment, in a fun, non-traditional setting.

**DISCLAIMER:**

The preceding description is not designed to be a complete list of all duties and responsibilities required by the position.

We are committed to equality of opportunity in all aspects of employment. It is our policy to provide full and equal employment opportunities to all employees and potential employees without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability, or any other legally protected status.

The BLC values a diverse set of experiences in work, education, and life. We take a holistic approach to every applicant and consider these experiences in the selection process.

**Application Process:** Interested and qualified candidates should email cover letter, resume and at least 2 professional references to Sherry Stanley, Executive Director at [sstanley@backsidelearningcenter.org](mailto:sstanley@backsidelearningcenter.org)