

Bellwood Public Library

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www.bellwoodlibrary.org



Job Title: Social Worker

Reports to: Library Director

Salary: \$24-\$30 dependent on qualifications

Position Summary:

The Social Worker is responsible for developing, coordinating, and implementing community-centered services that respond to both the existing and emerging needs of Bellwood Public Library patrons. This includes support for individuals and families experiencing challenges such as mental health conditions, substance use, housing instability, and systemic inequities.

While this role does not include long-term case management, the Social Worker actively builds relationships with patrons, supports staff in navigating complex interactions, and strengthens connections between the library and social service organizations. The Social Worker also advocates for inclusive practices and policy improvements in alignment with the library's mission, vision, and strategic plan.

Essential Duties:

- Engage with patrons of all ages, backgrounds, and abilities to assess social, emotional, and behavioral needs.
- Identify and assist patrons who may benefit from social services through outreach, observation, and staff referrals.
- Provide short-term support and guidance to patrons experiencing challenges such as housing insecurity, mental illness, substance use, domestic violence, or re-entry after incarceration.
- Help patrons navigate community services, including completing applications, understanding eligibility requirements, and accessing resources.
- Assist patrons in using public computers to complete online applications (e.g., ID renewals, RTA ride-free passes, housing forms).
- When appropriate, develop short-term action plans with measurable goals and conduct at least three follow-ups within a three-month period.
- Maintain confidentiality and follow the NASW Code of Ethics at all times.
- Provide a calm and supportive presence during crises and respond to incidents using de-escalation techniques. Document incident reports when necessary.
- Provide consultations and support to staff regarding patrons with social service needs.
- Serve as a library-wide resource for addressing mental health issues, substance abuse, unstable housing, and patron exclusion situations.
- Work collaboratively with safety/security staff to reduce harm and mitigate escalation and suspension incidents.
- Support the creation of a safe, inclusive, and welcoming library environment.
- Serve as a model for trauma-informed service and offer training on topics such as de-escalation, rapport-building, and professional boundaries.
- Facilitate peer support groups or team discussions on staff wellbeing and complex patron behavior.
- Recommend updates to practices and policies that align with the library's mission, vision, and strategic plan.
- Advocate for staff professional development to promote trauma-informed and equitable services.

- Collaborate across departments to develop support groups, critical programs, and initiatives that advance equity and community wellness.
- Track and report outreach and support interactions, including both active and passive patron engagements.
- Participate in library-wide equity initiatives and strategic planning efforts.
- Serve as a liaison to social service agencies by initiating partnerships, planning collaborative programs, and promoting available services.
- Research and maintain an up-to-date Community Resource Guide.
- Establish and nurture partnerships with local service providers, government agencies, nonprofits, and community groups.
- Use community partnerships to ease patron transitions in and out of service systems and improve program delivery.
- Attend relevant professional development, continuing education, and networking events.

Necessary Knowledge, Skills and Abilities

- Experience providing direct service to at-risk, marginalized populations, people affected by housing insecurity, food insecurity, poverty and/or refugee and immigrant communities.
- Experience with de-escalation.
- Experience with crisis intervention.
- Ability to be self-motivated.
- Ability to facilitate support groups, public speak, plan and manage programs and work within a budget.
- Ability to have cultural humility through continued self-reflection, and supervision from executive director
- Willingness to receive outside supervision for social work related ethical dilemmas, and advocate for supervision when needed.
- Fluency in more than one language desired.

Qualifications:

- Licensed Social Work or Mental Health Counselor with an accredited master's degree in a field such as social work, public health, human services, health education, a related health field, or library science; bachelor's degree in a relevant major if accompanied by significant quantity and quality of work experience in fields related to the job, such as social work, public health, and health education.
- Transcripts to be provided upon hire.
- Minimum of 2 years of experience in the Social Work field
- Excellent communication and digital skills.

Working Conditions/Physical Requirements:

- Work takes place in an indoor office environment.
- Ability to stand or sit for extended periods of time.
- Ability to reach, bend, stoop and lift up to 25 pounds and access library areas and materials.
- Ability to move loaded book bins and carts.

About Bellwood Public Library:

Bellwood Public Library serves as a vibrant community hub in the heart of Bellwood, Illinois. We are committed to providing an open, welcoming space where residents of all ages can explore new ideas, discover reliable information, and connect with each other. As a cornerstone of the Bellwood community, we strive to meet the diverse needs of our patrons by providing exceptional services, programs, and resources.

Why Work with Us?

- **Make an Impact:** Be an integral part of a library that is central to the Bellwood community, helping residents of all ages access valuable resources and information.
- **Inclusive Environment:** Join a team that values diversity and is committed to creating an environment where all individuals feel welcomed and supported.
- **Professional Development:** Opportunities for continuing education and training in library and information sciences.
- **Community Connection:** Engage directly with a diverse and dynamic community, helping to make a real difference in the lives of Bellwood residents.

How to Apply:

Submit application with cover letter and resume with SOCIAL WORKER in the subject line priority; applications received before to May 07, 2025 to Heather-Marie Montilla at info@bellwoodlibrary.org. NO phone calls, please.

Bellwood Public Library is an equal opportunity employer. We encourage applicants from all backgrounds and experiences to apply and value diversity in our workplace.