



Position: Social Worker	
Reports to: Deputy Director	Direct Reports: 0
Employment Status: Full-Time	FLSA Status: Exempt
Salary Range: \$50,000 – 55,000	Date Description Revised: 9/30/26

The mission of the Refill Jackson Initiative (RJI) is to empower young adults, ages 18 to 26, seeking an improved quality of life through tailored support and job training. In pursuit of this mission, RJI teaches young adults soft and technical skills in classroom settings and through on-the-job training opportunities.

POSITION SUMMARY

The Social Worker provides direct support to young adults (ages 18–26) enrolled in RJI's workforce training programs—referred to as "members"—helping them navigate barriers to employment, education, and long-term self-sufficiency. Because RJI integrates workforce development with intensive social support, the Social Worker operates as part of a multidisciplinary team and maintains a consistent presence within members' day-to-day program experience.

This position offers holistic, trauma-informed support through one-on-one case management and cross-team collaboration. The Social Worker plays a key role in identifying needs, coordinating resources, and building trusting relationships that promote healing, personal growth, and community connection.

The Social Worker works closely with the Deputy Director and other program staff to ensure seamless support across all areas of the program. The Social Worker is a 40-hour-per-week position reporting to the Deputy Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Case Management and Member Support. Conduct comprehensive assessments of members' emotional, medical, housing, financial, legal, and social support needs. Partner with members to create and implement individualized action plans addressing barriers and setting realistic goals. Facilitate weekly one-on-one check-ins with assigned members and provide ongoing support and resource navigation. Maintain accurate, timely, and confidential case documentation in electronic databases. Coordinate referrals and services across internal and external providers. Respond to crises with flexibility and sound judgment, including occasional urgent needs outside of regular working hours. Consult with the Deputy Director to determine the urgency and appropriate response.
- Monitoring, Evaluation, and Learning. Track member progress and key outcomes to inform service planning and evaluation efforts. Assist in preparing data and narratives for internal reports, funder requirements, and audits.

- Collaboration and Organizational Engagement. Work collaboratively with all RJI staff to ensure members receive coordinated and holistic support. Participate actively in staff meetings, case reviews, and other internal initiatives. Support organizational goals and culture through transparent communication and shared accountability.
- Advocacy and Community Engagement. Build relationships with external agencies, service providers, and community organizations to expand the network of support available to members. Represent RJI publicly as needed, including at community meetings, events, or outreach efforts.
- Travel. Travel within Mississippi and the broader U.S. as needed for professional development, collaboration, and member support.

JOB QUALIFICATIONS

Education:

- Bachelor's degree in psychology, social work, sociology, or related field.
- Master's degree in social work (MSW) or related field highly desirable.

Licensure:

- Current MS license as a social worker (LMSW) highly desirable.

Experience and Training:

- 2 or more years of experience in direct service with youth, young adults, or vulnerable populations preferred.
- Experience in trauma-informed care, crisis intervention, and strengths-based case management preferred.

Technical Skills:

- Proficient in Microsoft Office Suite and Google Workspace (Docs, Sheets, Drive, Gmail, Calendar).
- Comfortable navigating multiple digital systems, managing electronic files, and using basic desktop tools (e.g., screenshots, downloads, secure file sharing).
- Able to maintain confidentiality and data security across platforms.
- Must be able to learn new systems quickly and work independently with minimal technical support.
- Experience using electronic case management systems.

Soft Skills and Competencies:

- Strong alignment with RJI's mission, values, and commitment to racial equity and youth empowerment.
- Excellent communication, interpersonal, and relationship-building skills.
- Ability to build trust while maintaining appropriate professional boundaries.
- Highly organized, detail-oriented, and able to manage multiple responsibilities.
- Strong ability to work both independently and as part of a collaborative team.
- Openness to feedback, learning, and self-reflection.

Other Requirements

- Valid driver's license and reliable transportation required

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representation of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone. The employee is frequently required to reach, stoop, or kneel. Specific vision abilities required by this job include close vision, distance and color vision due to computer work. May be required to lift, push or pull up to 25 pounds occasionally.

The work environment characteristics described here are representation of those an employee encounters while performing the essential functions of this job. There is moderate noise associated with a business office and classroom setting, including telephones, computer keyboards, printers, office traffic, and visitors. The work environment requires the individual to have the ability to work in a confined space and sit at a computer terminal or in conference rooms.

EEO Statement: This company 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, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.