



# Union County Library System Job Description

---

**Position: Social Services Coordinator**

**FLSA: Exempt Salaried (40 hrs/wk)**

**Status: Full Time Regular**

**Starting Pay Range: \$36,000 - \$38,000 annually**

**General Summary:**

The Social Services Coordinator is a full-time leadership position reporting to the Executive Director. This position is made possible through a grant from the University of South Carolina's Center for Primary and Rural Health Care.

**Primary Responsibilities:**

- Serves as a representative of the library while at work and out in the community; acts as official library liaison for various committees and meetings
- Identifies community members in need of social service support through outreach, observation, and referral from other library staff or community partners
- Evaluates patron needs, such as mental health challenges, substance use disorders, unstable housing, and other exclusion issues, through intake assessment and provides short-term case management
- Develops and maintains collaborative partnerships with local organizations, including establishing a referral process to ensure continuum of care
- Provides training and coaching for library staff on best practices for working with vulnerable populations, including setting boundaries, de-escalation techniques, and self-care
- Supervises social work interns
- Maintains record of all activities for library reports and in accordance with grant requirements
- Assists with library and community initiatives, including health and wellness, early literacy, and STEM
- Assists with revenue development, including maintaining positive relationships with donors
- Recommends and assists with selection of library materials based on community needs
- Contributes to the current and future success of the library through planning and communication
- Attends workshops and conferences relating to primary job functions
- Drives library vehicle as necessary
- Other duties as needed or assigned by Executive Director
- Position requires availability to work some nights and weekends

**Important Qualities:**

- Outgoing, welcoming, and enthusiastic
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Bachelor's degree in social work (equivalent Bachelor's degrees will be considered)
- Two years prior experience providing social services, such as libraries or nonprofits
- Proficient with computers, mobile devices, G suite, Microsoft Office, and related technologies
- Strong attention to detail; ability to maintain accurate records and statistics and complete reports
- Must possess or be eligible for and maintain a valid SC driver's license
- Prior experience providing programs or instruction preferred
- Strong oral and written communication skills
- Experience executing grant programs; federal grant experience preferred

Union County Library System provides health benefits, paid leave, and retirement to all full-time regular employees. Interested applicants must submit a UCLS Employment application, cover letter and resume to [jobs@unionlibrary.org](mailto:jobs@unionlibrary.org). Job applications are available at <https://www.unionlibrary.org/employment>. Position is open until filled.

UCLS is an equal opportunity employer.