The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for an Assistant Director of Social Services for the Central Oklahoma Area Command, located in Oklahoma City, OK.

Job Summary

The Assistant Social Services Director will supervise the Social Services programs of the Center of Hope. This includes supervision of the Shelter, financial assistance, food service, and Client Choice Food Pantry. A key responsibility of the Assistant Director of Social Services is working with the Salvation Army’s Director of Social Services to ensure the Center of Hope’s programs are functioning in compliance while providing the highest level of service for the clients we serve.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of substance abuse counseling.
- Knowledge of social service resources and agencies in the community.
- Knowledge of effective communication and motivation practices.
- Ability to assist in supervising the day-to-day operations of a residential social service program including ability to instruct and train employees in the proper methods and procedures for performing their jobs and to inspect for work for accuracy, completeness and compliance to policies.
- Ability to evaluate the client’s progress toward program goals.
- Ability to work with the public encompassing all types of behaviors.
- Ability to interview clients and to obtain pertinent information.
- Ability to prepare and maintain accurate and complete case notes and client records.
- Ability to perform crisis intervention counseling.
- Ability to remain calm and make sound decisions during state of crisis.
- Ability to develop program plans and goals based on client’s needs.
- Ability to plan, organize, and prioritize work in order to accomplish work in compliance with quality standards and deadlines.
- Ability to build and maintain effective and professional working relationships with clients and community agencies.

Education and Experience

Bachelor’s Degree from an accredited college or university in Social Work or related field; Master’s degree in Social Work preferred, and three years of progressively responsible supervisory and program management experience.

Valid State Driver’s License

Physical Requirements/Working Conditions

Limited amount of physical effort required associated with walking, standing, lifting, and
carrying light objects (less than 25lbs.) 5-10% of work time.
Work is usually performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like, except for driving conditions.
All Salvation Army facilities and vehicles provide a smoke free environment. Position may encounter stressful situations.

**Additional Comments**

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply via Indeed: [Salvation Army Jobs, Employment in Oklahoma City, OK | Indeed.com](https://www.indeed.com/career/salary)