



The Lincoln Center for Family and Youth  
1100 Adams Ave | Audubon, PA 19403  
(610) 277-3715 | [jobs@TheLincolnCenter.com](mailto:jobs@TheLincolnCenter.com)

## JOB DESCRIPTION: Certified Mental Health Professional

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**Title:** Certified Mental Health Professional

**FLSA:** Exempt

**Reports To:** TLC's Chief Clinical Officer

**Organization Summary:** The Lincoln Center for Family and Youth ("TLC") is a regional social impact company serving the Philadelphia area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region's longest serving nonprofit organizations providing alternative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The Social Worker will provide services to staff at Law Enforcement precincts in order to meet the requirements of the JAG grant. The multi-year grant, funded by Pennsylvania Commission on Crime and Delinquency Justice Assistance (JAG) Program provides seed money to assist state and local government entities in implementing a wide range of drug enforcement, correctional treatment/supervision, victim services, and juvenile justice and criminal justice system improvement projects. PCCD utilized an advisory committee structure to identify problems and needs within the criminal justice system.

We are seeking a dedicated and experienced Master's Level Social Worker to join our team and collaborate with multiple police departments in the Coatesville area. This position plays a vital role in bridging the gap between law enforcement agencies and the community, ensuring a holistic and compassionate approach to public safety. The Social Worker will assist officers on calls when appropriate, provide follow-up support to individuals who have had police contact, connect citizens with essential resources, and build relationships with local non-profit organizations to enhance community well-being.

**Duties & Responsibilities:**

- **On-Scene Assistance:** Collaborate with law enforcement officers during calls, providing expertise in crisis intervention, de-escalation techniques, and assessment of individuals' mental health and social needs.
- **Follow-Up Support:** Conduct thorough assessments of individuals who have interacted with the police, offering post-incident support, crisis intervention, and referrals to appropriate community resources.
- **Resource Coordination:** Connect community members with essential social services, including mental health counseling, substance abuse treatment, housing assistance, and food security programs, among others.

- **Community Outreach:** Proactively engage with local residents, foster community trust, and educate the public on available resources and services.
- **Collaboration with Non-Profits:** Build and maintain strong relationships with local non-profit organizations, including homeless shelters, domestic violence support groups, and youth programs, to facilitate referrals and coordinate services.
- **Crisis Response:** Provide crisis intervention and support for individuals and families facing acute challenges, such as domestic violence, substance abuse, homelessness, or mental health crises.
- **Data Tracking:** Maintain detailed records and case notes, tracking client progress and outcomes to inform program effectiveness and identify areas for improvement.
- **Cultural Competency:** Ensure sensitivity and cultural competence in all interactions with a diverse community, recognizing and respecting individual differences and backgrounds.

**Skills & Knowledge:**

- Previous experience working in a similar role, particularly in crisis intervention, community outreach, or social service coordination.
- Strong knowledge of local social service resources, mental health services, and substance abuse treatment programs.
- Excellent communication and interpersonal skills, with the ability to build rapport and trust with diverse populations.
- Demonstrated cultural competency and sensitivity to the unique needs of the community.
- Ability to work collaboratively with law enforcement agencies, non-profit organizations, and other community stakeholders.
- Proficient in record-keeping and data management.
- Valid driver's license and access to reliable transportation.

**Education & Experience:**

- Education: Master's degree required, preferably in counseling or social work
- At least one of the following licenses is required or Licensed Social Worker (LSW), or Licensed Clinical Social Worker (LCSW), Licensed Mental Health Professional

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:**

Home, community, and office settings

**Work Hours:**

This is a full-time year-round position

**Travel:**

Travel to various homes, and community settings within the Coatesville community.

**EEO Statement:**

TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.