

**A New Professional's Guide
to Social Work in Pennsylvania**

*National Association of Social Workers
Pennsylvania Chapter*

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This guidebook is being provided as a benefit to current members of NASW-PA. We invite you to become an active member and help identify emerging issues in social work. Membership will help keep you current on changes in the laws and regulations, standards of practice, and developments in clinical research. We urge you to support NASW with your membership and participation in committees or activities that are of interest to you.

Benefits of Membership

- **Networking opportunities with potential employers and future colleagues at special events and workshops**
- **Access to the NASW online job bank and career resource center**
- **Access to the NASW-PA online job bank**
- **A 50% discount on NASW-PA's licensure prep courses**
- **Guidance on navigating the licensure process**
- **Legal and ethical consultation**
- **Discounted continuing education credits**
- **Discounted attendance to the NASW-PA Annual Conference**
- **The opportunity to participate in statewide shared interest groups or committees, such as the Emerging Leaders Committee**
- **Affordable liability insurance**
- **Legislative advocacy on your behalf**
- **Receive multiple other discounts including on cell phones, car rentals, hotels and renters insurance**
- **... and many more!**

Feel free to check out both the NASW website (www.socialworkers.org) and NASW-PA website (www.nasw-pa.org) for more information on how membership can benefit you!

**Call NASW Member Services at 800-742-4089
(Monday-Friday, 9 a.m. – 9p.m. EST)
with questions or to join NASW!**

How NASW Benefits Your Career

NASW can help you network with other social work professionals. Strengthen and grow your social work career through networking with your colleagues around the globe and in your community.

- Attend NASW Chapters face-to-face events to meet other professional social workers. To find information about your division of NASW-PA, go to www.nasw-pa.org under the “Professional Networking” tab at the top of the page.
- Chat live with other social workers at socialworkchat.org
- Comment on the latest social work issues at NASW’s blog socialworkblog.org

Get Involved with NASW’s Social Media Platforms

Make professional contacts by interacting with other social workers in your community and across the country. Introduce yourself, post comments, and add topics for discussion.

- Expand your list of professional contacts by joining **NASW’s official LinkedIn group** page
- Find NASW on **Twitter**:
 - NASW’s feed: [@nasw](https://twitter.com/nasw)
 - NASW-PA’s feed: [@NASW_PA](https://twitter.com/NASW_PA)
- Find NASW on **YouTube** at www.youtube.com/socialworkers
- Find NASW on **Facebook**:
 - **Join NASW’s group:** www.facebook.com/groups/10886145903/
 - **Join NASW’s Student group:** www.facebook.com/groups/NASWStudents/
 - **Like NASW-PA’s page:** www.facebook.com/naswpennsylvania

Read, research and write for the social work profession. Improve your knowledge about social work and build your portfolio through NASW’s print and online resources.

- **Publications:** NASW Press is a leading scholarly press in the social sciences. It serves faculty, practitioners, agencies, libraries, clinicians and researchers throughout the United States and abroad. Known for attracting expert authors, the NASW Press delivers professional information to hundreds of thousands of readers through its scholarly journals, books and reference works. To learn more about NASW Press, visit their website at www.naswpress.org.
- **Research:** Review NASW’s Research Page for information on social work research to help inform policy, practice and education. Visit the NASW Center for Workforce Studies Clearinghouse, which is an online library for those searching for information about the social work workforce. Read abstracts at *Social Work Speaks* to research policy issues; and, apply for the dataset to conduct research on the social work workforce to strengthen your knowledge of the profession.
- **Write for Your Profession:** Submitting content to www.HelpStartsHere.org and publishing for the NASW Press is a great way to inform and connect with like-minded colleagues, build an impressive portfolio of writing samples, and enhance your opportunities for leadership and advancement.

Steps to Obtaining Your LSW

In Pennsylvania, social workers are licensed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. The purpose of the Board is to protect the public from unprofessional, improper, unauthorized and unqualified practice of social work, marriage and family therapy and professional counseling.

1. Complete the LSW application found on the NASW-PA website (www.nasw-pa.org) under “Licensing and Ethics”.
2. Send the completed form to the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors. You will also need your official transcripts, recommendations from licensed social workers or licensed mental health professionals and payment for the application fee.
3. The State Board will mail you a letter with the status of your request to sit for the licensing examination.
*If more information is needed, you will be notified and your application will be processed once the information is received.
*Once information is complete, you will receive official notification to register for the examination through the Association of Social Work Boards (ASWB).
4. Register with the ASWB to take the master’s examination, paying the examination fee.
5. The ASWB will send you a letter with information to contact a Pearson VUE Professional Testing Center to schedule your electronic exam.
6. On the day of the examination, you must take your State Board letter and two forms of photo identification to the Pearson exam site or you will not be able to sit for the exam.
7. If you pass— Congratulations!
If you fail— there is a 90 day waiting period prior to retaking the exam. (Scoring results are given to you immediately on completion of the exam.)

If you are a current student: Master’s examination applicants will be required to submit an official transcript with verification signed by the Dean or Registrar verifying the candidate is enrolled in the final semester for their degree program.

Licensure Preparatory Courses

Each year, NASW-PA coordinates opportunities for graduating professionals to prepare for their licensing exam. Classes are offered across the Commonwealth to accommodate you!

Although a preparatory course is not a requirement of licensure; many find it helpful to “refresh” concepts and skills. **As a member you receive a 50% discount on the cost of licensure prep courses offered by NASW-PA!**

The classes are designed to be a **review** of materials learned throughout your education. The class day goes by quickly and a lot of information is covered. Be sure to bring highlighters, paper, and pens as manuals are included in the cost and will be provided to you the day of the training. Some people bring post-it note flags to identify pages in the manual for further study or clarification.

The instructors also cover what to expect on the day of the examination, how to take a computerized exam, the amount of time needed for each question, and some test-taking strategies.

Visit www.nasw-pa.org to register for upcoming licensure prep courses!

***Did you know?** The ASWB exam is used for licensure in nearly all states. A variety of tools have been created to help you study and become more prepared. Visit the ASWB website at www.aswb.org to learn more!*

Why Should I Become Licensed?

Becoming a licensed social worker is about accountability, regulation, and professional standards. A license shows prospective employers that you have passed a nationally recognized exam that tests core competencies in social work service delivery.

Regardless of what realm of practice you choose to pursue, a license adds credibility to the years of education that you have proudly accomplished. Most states require you to be licensed to work as a social worker — however, Pennsylvania is not one of them.

***Unable to attend a class?** Manuals are available to be purchased independently as a resource.*

LSW “Things to Keep in Mind”

***Did you know?** Newly licensed LSWs are granted a grace period in their first licensure cycle for accruing continuing education credits. Therefore, you will not need continuing education credits for your first renewal!*

To keep a license active, social workers must renew their license every two years with the State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors. Thirty clock hours of continuing education credits (CEs) in acceptable courses and programs in social work must be offered by approved providers. Excess clock hours may not be carried over to the next licensure cycle and at least **three** of the required 30 clock hours must be related to **ethical issues**.

***Did you know?** The most common reason why a social worker has their license revoked comes from continuing education violations.*

Continuing education credits must be taken in “blocks” of two or more hours. All credits submitted must be offered by a Board approved provider and courses must be appropriate for the master’s-level practitioner.

NASW National offers some continuing education credits as a “Lunchtime Series” webinar with one CE per session. For information on how to submit these credits to be accepted, contact NASW-PA at 717-232-4125.

Looking Ahead . . .

Do you want to become a licensed clinical social worker? In Pennsylvania, an individual must hold an LSW and complete 3,000 hours (at least two years) of supervised clinical experience after completion of their master’s degree in social work.

Having difficulty finding a LCSW supervisor? NASW-PA maintains a list of qualified supervisors for you to access as a member. Log on to www.nasw-pa.org and select “Find a Clinical Supervisor.”

Helpful Hint: Supervision can be expensive. If possible, select an employer who can provide you with a LCSW capable of supervising you. Even if it means less pay, the money saved in supervision fees may be worth it.

Transitioning Across State Lines

The United States does not have a system of reciprocity for social work licensure. As a result, most states and jurisdictions have individualized mandates that require social workers to register and apply for licensure when relocating. You may find yourself having to document your education, supervision hours, and places of employment long after they have occurred.

Here are some tips that can be helpful for the transition:

Keep good records. Access to hard copies or electronic files including all documents (i.e. application, supervision verification forms, employment verification forms) submitted for initial licensure can be helpful when re-applying in another state.

Stay in contact with former supervisors. Continue your professional contact with the clinical supervisor who granted your hours originally. Notifying your former supervisor in advance of your transition and making a request for specific documentation will help with a speedy return of properly completed documents.

Obtain education transcripts. Most states require official transcripts from your graduate program accredited by the Council on Social Work Education (CSWE). Transcripts can be ordered through your college or university's Registrar's office. Be aware, some Registrar's offices require a fee.

Contact the state licensing board for social work. Each state has unique requirements mandated by law and regulated by the state licensing board. Important information and applications are typically available online from the State Board's website. An application and/or initial licensing fee is common and should be calculated into the transition budget.

Register for licensing exam. Each level of licensure requires a different exam. It is important to check with the State Board to determine qualifications for the appropriate level of social work and which exam, if any, is required. Most often, applicants can have their exam results transferred through ASWB to a state board once the exam has been passed.

Remain focused. The process of getting licensed after already practicing as a licensed social worker can feel frustrating and unnecessary. The application and information required can be overwhelming to many.

Need help? Call NASW Member Services at 800-742-4089 for contact information on your local chapter NASW of the state you will be transitioning to. We are here to help!

Networking

Top 3 Networking Tips from NASW-PA Staff

“As Social Workers we build relationships, so our profession has a natural fit with mentorship. Seek out strong mentors, build relationships and learn from them. Keep in touch with them as you grow in your career and take new positions, the results are invaluable.”

-Ron Simon, Executive Director

“Scout out professional groups and organizations and join them. Make yourself as visible as possible among your colleagues.”

-Justin Fleming, Director of Government Relations

“Find leadership. Seek out roles on local Board of Directors. Value the input of emerging professionals.”

-Abigail Hurst, Director of Policy and Communication

Benefits of Networking

Information: You can learn anything from unadvertised job opportunities to training techniques and education.

Reputation: Cultivating a positive perception of who you are can be crucial in professional advancement.

Support: Creating a network of support can be a critical tool in combating burn-out.

How can NASW-PA help you? Do you have an exciting networking idea for social workers but you need some help getting it started? Need a place to meet? Need a way to contact others? Call NASW-PA at 717-232-4125, we can help!

Did you know? NASW has a variety of networking opportunities available for members to join including: Leadership Council, NASW-PA Board of Directors, and various committees and special interest groups.

Don't forget about social media! NASW-PA has several professional networking websites available. Check out which ones best suit your networking needs!

Legislative Advocacy

NASW is the only group dedicated to raising the value of your profession, the amount you are compensated, the demand to hire educated professionals, and promote a more accurate perception of social work. Our success in this is directly correlated to how much the collective social work profession chooses to be involved.

Make our voice stronger and become involved with NASW-PA!

NASW-PA works tirelessly to elevate the professional status of social workers in Pennsylvania laws and regulations, as well as give voice to those we serve within the Capitol.

NASW-PA focuses on the issues that unite the social work profession. And, as a 501(c)(6), the association is situated to engage in a comprehensive approach to political advocacy.

NASW-PA staff creates and publishes several policy statements on significant issues to consumers that include: child welfare system delivery; supporting those with mental and developmental disabilities; community health and education; recognizing family dynamics; and strengthening school based services.

Each spring, NASW-PA's **Legislative Advocacy Day** is held to advocate for the passage of critical legislation specific to the social work profession and the populations we serve. This dynamic and memorable event offers professionals and students a platform to speak on the issues that matter to us.

Visit www.nasw-pa.org for NASW-PA's current legislative agenda!

NASW-PA Political Action for Candidate Election (PACE) is a registered committee with the Pennsylvania Department of State comprised of social work professionals seeking to identify and endorse other social workers as candidates for public office.

Are you a social worker interested in running for public office? Contact NASW-PA at 717-232-4125 for ways NASW-PA can potentially support your campaign.

The Code of Ethics and Pennsylvania Law

The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers based on ethical principles and standards. Although the Code is complementary to the law, a professional social worker is first governed by the statutes and regulations that have been put in place within the state and nation.

The State Board of Social Workers, Marriage and Family Therapists and Professional Counselors is the entity that governs licensed professional social workers within the Commonwealth. The Board can be contacted at 717-783-1389.

Ethical concern? As a member, you have access to free ethical consultations. Call 800-638-8799 ext. 231 to schedule an appointment with the NASW Office of Ethics and Professional Review.

Legal concern? As a member of NASW, you can schedule consultations on social-work-related legal matters with the legal staff. For more information and to set up a consultation call 800-638-8799 ext. 290.

Did you know? NASW-PA employs MSW level social workers to provide consultation on ethical concerns and has an attorney on staff. Call 717-232-4125 for this membership benefit.

Peer Consultation

Never underestimate the importance of talking to a fellow social worker for support. This relationship is a part of professional development and identity that will allow you to hone your skills and knowledge while clarifying important questions. **Ethics are a guide**; not every encounter will rise to that of an ethical violation. Many social workers may disagree on an interpretation of ethics. Thus, it is very important to consult and have professional relationships with other social workers. These relationships provide a safe forum to bounce off ideas and work through potential ethics violations or scenarios.

Growth of the Social Work Profession

Social workers are the largest provider of mental health services in the United States and Pennsylvania.

The U.S. Bureau of Labor Statistics reports employment for social workers is expected to grow faster than the average for all occupations through 2018.

The Bureau of Labor Statistics and NASW-PA have identified several core areas of social work that are projected to grow at an accelerated rate:

- Aging and Gerontology Services
- Autism and Developmental Disabilities
- Political Development
- Public Health and Hospitals

40,000

Degreed social workers in Pennsylvania

42

Schools of Social Work in Pennsylvania

31%

Of social workers practice in government programs

11,000+

Licensed social workers in Pennsylvania

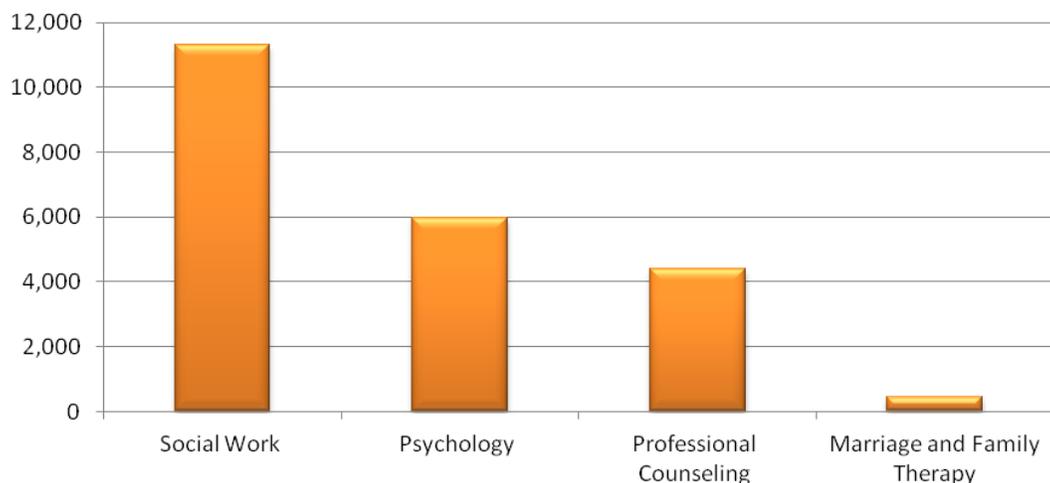
Where you will find us...

- Mental Health Therapy
- School Social Work
- Juvenile Justice
- Political Development
- Child Welfare Services
- Corrections
- Hospitals
- Crisis Intervention
- Parent Education
- Community Organizing
- Gerontology Services
- HIV/AIDS
- Veterans Services
- Housing Assistance
- Family Preservation
- Public Welfare
- Autism & Disability Services

Where you will find us...

- Research Development
- Outpatient Treatment
- Private Practice
- Adoption & Foster Care
- In-Home Services
- International Social Work
- Domestic Violence
- Hospice Care
- Substance Abuse Treatment & Prevention
- Rural Social Work
- Institutional Care
- Smoking Cessation
- Advocacy & Planning
- Oncology
- Early Childhood Development
- Disaster Relief

Licensed Mental Health Professionals in Pennsylvania



Do You Want to be Credentialed?

NASW Credentials

ACSW	Academy of Certified Social Workers
DCSW	Diplomate in Clinical Social Work
QCSW	Qualified Clinical Social Worker
CSW-G	Clinical Social Worker in Gerontology
C-CATODSW	Certified Clinical Alcohol, Tobacco, and Other Drugs Social Worker
AHP-SW	Advanced Certified Hospice and Palliative Social Worker
C-ACYFSW	Certified Advanced Children, Youth, and Family Social Worker
C-CYFSW	Certified Children, Youth, and Family Social Worker
C-SWHC	Certified Social Worker in Health Care
C-ASWCM	Certified Advanced Social Work Case Manager
C-SSWS	Certified School Social Work Specialist

Visit www.socialworkers.org for more information on how to obtain these credentials!

Other Credentials

BSW	Bachelor of Social Work
LBSW	Licensed Bachelor Social Worker
MSW	Master of Social Work
LMSW	Licensed Master Social Worker
LCSW	Licensed Clinical Social Worker
LPC	Licensed Professional Counselor
LMFT	Licensed Marriage and Family Therapist
BCD	Board Certified Diplomate
CAC	Certified Addiction Counselor
CCM	Certified Case Manager
BCBA	Board Certified Behavior Analyst
HSV	Home/School Visitor
RPT	Registered Play Therapist

Salary and Loan Forgiveness

Salaries can vary based on gender, level of social work degree, region of the country, the size of the caseload, the sector of employment and years of experience. Salaries also reflect the specific skills of a social worker, a position's responsibilities, an agency's compensation ability and how much the social work role is valued by an employer.

As you emerge into a competitive job market it is critical that you advocate for yourself and your profession. As social workers we are oftentimes excellent at advocating for clients but struggle with self-advocacy. It is important to recognize that loan forgiveness is not your only option.

Social workers are notoriously underpaid for our amount of education and expertise. However, there is hope for the future. **Negotiation for appropriate compensation begins with you!**

Visit the NASW Center for Workforce Studies at www.workforce.socialworkers.org for a list of salary guidelines for your level of experience and education!

Interested in the Public Service Loan Forgiveness Program (PSLF)?

What is it? The PSLF was created to encourage individuals to enter and continue to work full-time in public service jobs. Borrowers may qualify for forgiveness of the remaining balance due on their eligible federal student loans after they have made 120 payments on those loans. Other eligibility requirements do apply.

How do I track my payments? The U.S. Department of Education recently released an Employment Certification Package to help borrowers track their progress toward qualifying for the program.

Call the Federal Student Aid Information Center at 1-800-433-3243 to see if you are eligible for the Public Service Loan Forgiveness Program.

Did you know? By visiting the NASW website you can download materials for the PSLF program and other loan forgiveness programs at www.socialworkers.org/loanforgiveness.

Liability Insurance

Be prepared! Professional liability insurance can help relieve you from the financial burden of defending yourself in a licensing board complaint or malpractice lawsuit. By providing a specialized malpractice legal counsel, prior acts coverage, and tail coverages, professional liability insurance can help you be more prepared in the event that a complaint or lawsuit is brought against you.

Do I need liability insurance?

Important questions to ask:

- *Does your social work department cover their students?*
- *Does your agency cover their employees?*
- *Are you working directly with clients?*
- *Are you a licensed social worker?*
- *Are you a full-time or part-time employee?*
- *What level of liability coverage do you need?*

**** If you do need liability insurance NASW Assurance Services (ASI) can offer you the most comprehensive and affordable plan for social work professionals!***

Apply online at www.naswassurance.org or call 855-385-2160.

Call the ASI Risk Management Hotline

800-421-6694

For current students: As a social work student, malpractice insurance may be the last thing on your mind as you're preparing for your professional career. However, a lawsuit can be filed against you when you're completing your field placement duties or years after you graduate. You could be held legally responsible for any mishaps that occur with a client, justified or not. Social work is a challenging and rewarding career but it may only take one incident to damage your future as a social worker. *Be sure you are covered; consult with your field liaison!*

Your Safety is Essential

Work-related violence against social workers is unfortunately a fact of life within our profession. Violence includes physical assault, verbal assault, intimidation, harassment and the threat of future assault. The impact of assault can be lessened and some incidents may be prevented entirely if you are prepared and aware of your own safety.

Have a safety plan of action!

Do you know if your agency has a written safety plan of action to utilize in case of emergency? If not, create one!

Be conscious of exterior and physical layout of your facility!

- Furnish work space to allow a comfortable distance between clients and staff and to permit easy exit for both.
- Evaluate the need for safety equipment such as buzzers and alarms.

Establish rules, regulations, and procedures!

- Formulate and post policies that would affect services provided to clients who carry or have guns and weapons or who are under the influence of drugs or alcohol.
- Create a protocol for informing other staff members on your location, length of time you will be in the field, and a way to contact you when you leave the office.

When evaluating your professional safety you must review a typical day at work in your primary location and consider:

- Leaving your home
- Driving your car to work; taking a train or bus; walking
- Parking your car and walking to the office
- Using the elevator or stairs
- Security in your office area; meeting rooms; restrooms
- Eating arrangements for lunch or coffee breaks
- Staying late at the office; potential threats from co-workers or maintenance personnel
- Returning home late at night

Did you know? Many companies offer self-defense training classes as a component of their wellness program. If this is not an option at your agency, discuss the importance of implementing self-defense classes with your supervisor.

Mandated Reporting

Are you a mandated reporter of child abuse?

Pennsylvania law requires professionals who, in the course of their employment, occupation or practice, come into contact with children to report to the Department of Public Welfare when they have reasonable cause to suspect the child coming before them is a victim of child abuse.

All licensed social workers are regulated to be mandated reporters of child abuse and are held liable for third party reporting. The Child Protective Services Law takes precedence over any professional standard that might otherwise apply in order to protect children from abuse.

Suspicious? Make the call! It is the responsibility of local Children and Youth agencies to investigate the case.

How to report child abuse:

- Call **ChildLine and Abuse Registry Intake Unit** at 800-932-0313, available 24 hours a day.
- Each call is answered by a trained intake specialist who will conduct an interview and determine an appropriate course of action to the report.
- **Responsive actions include:**
 - Forwarding a report to a county agency for investigation
 - Forwarding a report directly to law enforcement
 - Referring the caller to local social services such as counseling, financial aid, and legal services

Recognize the signs of abuse or neglect:

- Unexplained burns, bites, bruises, broken bones, or black eyes
- Frequent absence from school
- Begging or stealing food or money
- Lack of needed medical or dental care, or immunizations
- Consistently dirty appearance and severe body odor
- Lack of sufficient clothing for the weather

Recognize the signs of sexual abuse:

- Difficulty walking or sitting
- Sudden refusal to participate in physical activities
- Sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual behavior or knowledge
- Becomes pregnant or contracts a venereal disease

Mandated Reporting (continued)

Reporting Elder Abuse

Promoting the safety of all vulnerable populations is a component of *The Code of Ethics* we are held to as social workers. Crimes against the elderly and aging come in many forms including: neglect, physical, financial and sexual abuse.

Statewide Elder Abuse Hotline: 1-800-490-8505

How to Obtain Clearances

Act 113 (Child Abuse History Clearance)

Visit www.dpw.state.pa.us and complete the **CY 113 Child Abuse Clearance Form**, mail it to the address indicated, and wait for the results to be mailed back to you.

It may take 4-6 weeks to receive your report. Be sure to make a photocopy of the completed form along with the receipt for the money order you will send with the form.

Act 34 (Criminal Record Check)

Visit <https://epatch.state.pa.us/>. You will need to have a credit card available to pay online.

- At the top of the page, select
 - “Record Check”
 - Then “New Record Check”
- When completed, click on the “Certification Form” button and print the results page with the state seal watermark.

If you are unable to complete the online transaction for the Criminal Record Check, you may fill out a hard copy and mail it to the appropriate address listed on the form. It may take 4-6 weeks to receive your record check.

FBI Federal Criminal History (Fingerprinting)

Visit www.pa.cogentid.com. Select the Department of Public Welfare (DPW) link. Read all instructions very carefully. All applicants **MUST** register at this website or by phone at 1-888-439-2486 prior to getting the actual fingerprinting done.

Applicants will be required to pay a one-time fee online with a credit card or at the fingerprinting site by money order or cashier’s check.

Résumé and Interview Tips

Entering the job market can be an anxious time for a graduating professional. Here are some tips to keep in mind when coming in contact with prospective employers.

- **Don't be modest!** This is your time to sell yourself. Employers are looking for you to “brag” about your accomplishments.
- **Be accurate!** Misrepresenting yourself may lead to losing a job offer.
- **Dress for success.** Look sharp and appropriate. Are you on a budget? Check out local consignment shops and thrift stores for deals.
- **“Name-drop.”** Have you interacted with any high-power professionals recently? Make sure your prospective employer knows if you have.
- **Do your research.** The most effective resumes are ones that are tailored to specific employers and positions. Know the mission, values, and events of your agency-of-interest.
- **How do you spell, “Thesaurus?”** Unique power verbs will help your resume appear refined and thoughtful. Be sure to utilize “spell-check” and have a friend proof-read your final product for errors.
- **Don't minimize an internship.** Most social work programs require a large number of completed hours per internships; quantify them! Your time and experience is valuable.
- **Set yourself apart.** Are you licensed? Do you hold certifications in your field? Have you attended applicable trainings? Be sure to include these identifiers on your résumé.
- **Objective-less.** An objective line is a thing of the past. Instead, use a “value statement” to more accurately describe your goals and ethics as a professional social worker.
- **Highlight appropriate and applicable experiences.**
- **Short and Sweet.** Make sure your résumé is no longer than 2 pages. Your CV should be longer and an accumulation of all of your experience and trainings.
- **Be a proud social worker!** Never minimize our unique profession. You are a part of a skilled and educated work-force that should be recognized as such. Flaunt it!

Visit NASW's Social Work Career Center at www.CAREERS.socialworkers.org
for more tips!

Professional Development Resources

Social Work Portal

www.SocialWorkPortal.org

Quickly find information about social work issues, services, policy, research, education, and careers in one place using the NASW Social Work Portal. Search schools of social work, social work organizations, and NASW national and chapters for resources and information useful to student studies and careers.

Social Work Career Center

CAREERS.SocialWorkers.org

NASW's Social Work Career Center provides students with tools for building resumes and cover letters, tips for interviewing, and more.

NASW Standards for Social Work Practice

www.SocialWorkers.org/practice

The NASW practice standards describe the optimal services that social workers should provide employers should support, and consumers should expect.

“Help Starts Here” Social Work Consumer Web Site

www.HelpStartsHere.org

This award-winning consumer Web site provides useful information and resources related to children and families, seniors and aging, behavioral health, physical health, and other topic areas. Social workers are invited to submit consumer-oriented articles for publication on the site.

NASW JobLink

www.SocialWorkers.org/joblinks/

NASW's online job listing site. Here you can post your résumé, search for social work positions, as well as many other job search resources.

NASW-PA Online Job Bank

Visit www.nasw-pa.org under “Resources” and check out our local job opportunities! This online listing is provided as a benefit to NASW-PA members only.

Join the conversation! Visit NASW-PA's many social media platforms to connect with other professionals!

NASW Standards of Practice

What are the national scopes of practice for each credentialed level of social work?

Licensed Bachelor Social Workers (LBSW)

- Case Management
- Client and Cause Advocacy
- Community Outreach
- Crisis Intervention
- Interviewing
- Intake and Referral
- Problem Solving
- Safety Assessment

Licensed Master Social Workers (LMSW)

- Clinical Mental Health Services under a supervisor or agency
- Supervision and consultation
- Mental Health Treatment
- Talk Therapy

- Case Management
- Client and Cause Advocacy
- Community Outreach
- Crisis Intervention
- Interviewing
- Intake and Referral
- Problem Solving
- Safety Assessment

Licensed Clinical Social Workers (LCSW)

- Independent Clinical Mental Health Services
- Apply Clinical Assessment
- Provide Clinical Supervision for those working toward an LCSW

- Supervision and consultation
- Mental Health Treatment
- Talk Therapy

- Case Management
- Client and Cause Advocacy
- Community Outreach
- Crisis Intervention
- Interviewing
- Intake and Referral
- Problem Solving
- Safety Assessment

Emergency Numbers

ChildLine

Pennsylvania Department of Public Welfare
24-hour hotline for reporting/suspecting child abuse or neglect
800-932-0313

Area Agency on Aging

Pennsylvania Elder Abuse Hotline
1-800-490-8505

Pennsylvania Coalition Against Rape

Sexual Assault Helpline
1-888-772-7227

USA National Suicide Hotlines

1-800-SUICIDE

(1-800-784-2433)

1-800-273-TALK

(1-800-273-8255)

Professional Resource Numbers

Association of Social Work Boards (ASWB)

Licensing body for all social workers in the United States
800-225-6880

Council on Social Work Education (CSWE)

Accrediting body for social work education in the United States
1-703-683-8080

National Association of Social Workers

National Member Services
800-742-4089

National Association of Social Workers—Pennsylvania Chapter

Pennsylvania Chapter Member Services
717-232-4125

Numbers Every Social Worker Should Know...

Child-Support Enforcement Hotline

877-696-6775

For single moms due support, the U.S. Department of Health and Human Services will send a handbook complete with advice and contact numbers.

Child-Care Subsidy Hotline

800-424-2246

When daycare costs are too high, there is help. The National Association of Child Care Resources will help calls find payment assistance programs.

Mortgage Payment Assistance

800-750-8956

For families falling behind on mortgage payments, this agency will work with a family's mortgage company to arrange a plan to catch up on missed payments.

Identity Theft Helpline

877-438-4338

The Federal Trade Commission can offer guidance if a family is a victim of identity theft.

Tax Relief Hotline

877-283-8580

Agency works with IRS on behalf of citizens who generally owe over \$10,000 in back taxes.

Free Bankruptcy Advice

800-379-0985

Family who cannot use other debt solutions may need to speak with an attorney. Families may call for a free conversation to discuss whether debt relief under bankruptcy makes sense for them.

Discount Prescriptions

800-291-1206

Families can save between 20% and 40% on prescription medications. This is a National program and no exam is needed.