



<b>JOB TITLE:</b>	School Social Worker
<b>DEPARTMENT:</b>	Family Program
<b>CLASSIFICATION:</b> Exempt /Nonexempt	FLSA Exempt
<b>REPORTS TO:</b>	Director of Student Services & Case Management
<b>SUPERVISORY RESPONSIBILITY:</b>	No
<b>POSITION TYPE AND EXPECTED HOURS OF WORK</b>	Full time: some evenings, weekends required
<b>REVIEWED/REVISED DATE:</b>	March 2022

<b>REQUIRED EDUCATION:</b>
Master's degree in social work.

<b>REQUIRED CERTIFICATIONS:</b>

<b>REQUIRED WORK EXPERIENCE:</b>
Minimum 3 years' experience in the social work field, preferably working in school social work capacity in an early education and/or elementary school setting.

<b>PREFERRED QUALIFICATIONS:</b>
<p>Experience conducting individual, group counseling, and psychoeducational groups.</p> <p>Experience teaching social-emotional skills curriculum to early education and elementary students.</p> <p>Experience in identifying at-risk youth and intervening or referring as necessary.</p> <p>Experience in the areas of child services, workforce development, adult education, job/career coaching.</p> <p>Knowledge of Broward County's resources and referral systems, and experience in a school setting are preferred.</p> <p>Experience with high quality customer service.</p> <p>Ability to use computer software to organize information, effectively communicate, maintain data, develop a variety of correspondences and reports.</p> <p>Ability to maintain open communication, confidentiality and professionalism at all times.</p>

<b>JOB SUMMARY/PURPOSE (1325 Character Max):</b>
The School Social Worker is responsible for utilizing leadership, advocacy, and collaboration to promote student success, provide preventive services, and respond to identified student needs by developing intervention strategies that address academic, behavioral, and social-emotional needs. The School Social Worker assists families and students with employment, educational, financial, personal, and basic needs through case management and referrals. The School Social Worker assists with parent education, holiday assistance program, food distributions, and donations. In some instances, may also be required to represent the Center at community or social events.



**ESSENTIAL JOB FUNCTIONS**

<b>ESSENTIAL JOB FUNCTION (1): CASE MANAGEMENT/ STUDENT &amp; FAMILY SUPPORT</b>
<ul style="list-style-type: none"> <li>• Maintain strict confidentiality and professional and ethical standards as required by the National Association of Social Workers.</li> <li>• Ongoing support of a comprehensive program for early education through Elementary School that address and improve emotional, behavioral and social-emotional development of students, which includes small groups and individual support.</li> <li>• Implement developmentally appropriate and prevention-oriented activities to meet student needs and school goals.</li> <li>• Identify, observe and monitor students to evaluate areas of strength, weakness or special education needs, and refers families for support services.</li> <li>• Participate in completing educational support plans for students with educational needs.</li> <li>• Cross collaboration with various departments, staff, families, district and outside support service providers including Speech, OT and ABA therapist.</li> <li>• Attend Private School Services meetings and conferences.</li> <li>• Consult with Enrollment department regarding incoming students with special educational needs.</li> <li>• Act as a resource person to curriculum areas, including career/college education and SEL</li> <li>• Provide case management, referrals and follow-up.</li> <li>• Assist in administering Emergency Assistance Funds.</li> <li>• Complete Family Assessments.</li> <li>• Assist families while they are in the Client Work Window Program.</li> <li>• Assist in the maintenance of corporate partners employment program.</li> <li>• Assist in managing and maintaining Wellness Lab.</li> <li>• Assist in maintaining food &amp; clothing pantry, family resource room and parent information boards.</li> <li>• Assist with holiday assistance program, food distributions, and donations.</li> <li>• Assist in program planning based on grant funding. Assist with grant data entry, billing and reporting.</li> <li>• Accurately document all case management in Apricot and other databases.</li> <li>• Assist in coordination of Center events including, but not limited to annual health fair, adult education fair.</li> <li>• Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required</li> </ul>
<b>ESSENTIAL JOB FUNCTION (2): PARENT/ STAFF EDUCATION SUPPORT</b>
<ul style="list-style-type: none"> <li>• Develop and facilitate parenting and staff professional development workshops.</li> <li>• Coordinate assigned parent education classes.</li> <li>• Send parent class reminders.</li> <li>• Assist in providing support for parent nights by gathering materials, prepping rooms, and assisting with food and child care staff.</li> <li>• Track parent class attendance and follow-up with families that miss sessions/classes.</li> <li>• Assist with pre/post testing for parent education series.</li> <li>• Assist with parent class tracking and reporting.</li> </ul>
<b>ESSENTIAL JOB FUNCTION (3): COMMUNITY OUTREACH</b>
<ul style="list-style-type: none"> <li>• Represent center on community task forces and committees, and during events.</li> </ul>



- Build and maintain partnerships with other agencies and organizations to benefit the center, its families and/or the community.

**MARGINAL JOB FUNCTIONS**

- |                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MARGINAL JOB FUNCTION:</b>                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Assist in planning and executing research and other special projects</li><li>• Participate in Development activities and fundraisers</li><li>• Attend and/or facilitate conferences and workshops</li><li>• Assist in special projects.</li></ul> |

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**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.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_