SITE COORDINATOR I: SOCIAL WORKER JOB DESCRIPTION

**SCOPE:** This individual will function as a contributing member of the Richland Resiliency Team. This position will provide services to students to enhance their emotional well-being and improve their academic performance. This individual will help students, families, and teachers address problems such as defiance, social withdrawal, aggressive behaviors, rebelliousness, and the effects of physical, emotional, or economic problems. This individual will be responsible for managing the implementation of the CIS model of integrated student services to reduce non-academic barriers to student success.

Candidates may email their resumes to Madonna Gauthreaux, mgauthreaux@cism.org

**RESPONSIBILITIES:**

*Essential Duties and Responsibilities*

- Advocate for student services and students’ best interests
- Provide case management services including, but not limited to, referrals to community resources, collaboration with other professionals
- Conduct home visits
- Provide individual counseling interventions to students in order to address issues that interfere with academic success (i.e. Problem Solving Skills, Anger Management, Refusal Skills, and Positive Peer Relations, etc.)
- Assess students for support systems, physical and emotional functioning, barriers to academic performance, peer issues, physical and/or verbal abuse, suicidal concerns, and similar issues
- Develop and implement a treatment that supports student self-determination
- Communicate with parents regarding the behavior needs of students.
- Performs related duties as required.

*Implementation of the Communities In Schools model of integrated student services:*

- Lead the annual School Needs Assessment process. This process will be based on several sources such as: data collected by the school district and individual schools as part of overall school improvement initiatives, surveys and discussions with the school principal and staff, parents and students, and evaluation results from the previous school year.
• Lead the development and implementation of the School Site plan. The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.

• Lead a site team that works closely with school administrators, staff and teachers in the implementation of the Communities In Schools model. The site team may include volunteers, school staff, and/or other community partners.

• Build and nurture school and community relationships, and the engagement of volunteers and community partners for the delivery of services to students and the school.

• Lead and coordinate the delivery of evidence-based services through best practice and risk factor research.

• Work closely within the school and with school staff to identify students at greatest risk in the areas of attendance, behavior and coursework (academics).

• Develop an individual student plan for case managed students to support their individual needs for academic success.

• Provide leadership and direction by regularly monitoring and adjusting services as needed to maximize effectiveness and impact for students and the school throughout the year.

• Utilize and regularly update a systematic data collection plan to evaluate the effectiveness of services in addressing the needs of individual students and school-wide goals.

• Facilitate and fulfill ongoing and annual reporting requirements such as: data entry and end-of-year reports, as well as contributing to affiliate level reports for partners, funders, and the Communities In Schools national office.

• Maintain accurate and organized records of case managed students and school services provided.

• Other duties may be assigned by CISM management as required and necessary.

Volunteer Management
• Implement volunteer protocols in accordance with CISM partnership policies and procedures.

• Meet regularly with interns and other volunteers to discuss their performances.
• Maintain open communication with CISM Volunteer Coordinator regarding school site and student needs for volunteer support.

• Coordinate and manage onsite orientation, training, and monitoring of tutors, mentors, and volunteers to work with students.

• Serve as the immediate contact for school site tutors, mentors and volunteers.

QUALIFICATIONS:

Education and Experience

• Must possess a Master’s degree in social work.
• Must have state social worker licensing or certification
• Must have a minimum of three years of experience working youth.
• Familiarity with South Carolina Midlands health and human service agencies/organizations.

Skills and Abilities

• Must possess the ability to collect, interpret, and synthesize information about a student’s social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning.
• Must have demonstrated the ability to work cooperatively as a Resiliency Team member and devise an appropriate service plan for referred students and their families.
• Must possess excellent communication and time management skills.
• Must possess the ability to establish and maintain effective working relationships with community agencies, students, families, team members, and administrators.
• Ability to assist in developing and implementing workshops and events for parents and students, such as health, career awareness, and job readiness events.
• Ability to respect and work within cultural and diverse populations.

Personal Qualities and Character

• Exhibits self-motivation and a desire to grow professionally.
• Maintains a high level of integrity and credibility in fulfilling the requirements of the position.
• Ability to process constructive criticism and constructively communicate operational concerns.
• Uses wise practices in sharing CISM internal written and verbal communications.
• Demonstrates a passion for and commitment to the mission of CISM.

Language Skills

• Must have excellent writing, communication, presentation, interpersonal and relationship building skills.
• The ability to speak effectively, present information and respond to questions from program partners and the general public as part of building community support is required.

Technical Skills
• Must be proficient in database management software.
• Ability to interpret data based CIS driven statistical information is required.
• Proficiency in Microsoft Office Word and Excel is required.

Work environment

• The position will be located at an elementary, middle, or high school as assigned.
• Must be able to bend, kneel, and other activities related to working with students is required.
• Regular and satisfactory attendance and punctuality required.
• Meetings and work will also be periodically required at the CISM Administrative Office as well as in the community.
• Some weekend and evening work may be required.

Miscellaneous

• Must have a valid South Carolina driver’s license and automobile insurance.
• TB test and annual background checks are required.