

ST. RAYMOND COMMUNITY OUTREACH

Position # 2001555

Title: Social Worker

Program: Attendance Improvement/Drop Out Prevention (AIDP)

Reports To: Director of Programs

Job Summary: The Attendance Improvement/Drop Out Prevention program at Renaissance High School in the Bronx is responsible for managing all facets of the St. Raymond Community Outreach initiative. The AIDP program will seek to achieve an increase in student daily attendance and obtainment of academic goals.

Duties:

- ◆ Conduct initial student intake; obtain student school and personal information to assist future counseling, academic enhancement and incentive efforts;
- ◆ Assist in the attainment of student academic and personal goals;
- ◆ Conduct individual and group counseling, case management and advocacy efforts in support of student client portfolio;
- ◆ Provide crisis intervention services where necessary. Make appropriate referrals;
- ◆ Assist in the implementation of program activities in collaboration with the site team and Department of Education Administrative staff and Parent Coordinator;
- ◆ Escort individual and groups of students to and from classes; Monitor daily attendance of assigned cohort; Prepare appropriate reports and attend School Team meetings involving AIDP goals and objectives;
- ◆ Attend site team meetings that refine program model;
- ◆ Maintain documentation of interaction and progress of all students in your portfolio;
- ◆ Act as a liaison between school, parents, site team members and Department of Education;
- ◆ Additional tasks as assigned by the Director of Programs

Qualifications:

- Masters Degree in Social Work
- Excellent organizational and interpersonal skills
- Skills in word processing and personal computer systems (Microsoft Word, Excel, Access)
- Excellent writing, verbal and problem solving skills
- Ability to be self-directed and self-motivated, demonstrate the ability to handle multiple tasks
- Bilingual Spanish preferred