

Position Title: Assistant Social Worker - ELECT

Code:

Department: Early Childhood & Special Education Services

Group: INSUP

Reports to: Lancaster Early Head Start Director

Date: May 2024

PURPOSE OF POSITION:

The grant-funded Assistant Social Worker is responsible to serve as a point of contact for enrolled pregnant and parenting youth in Lancaster and Lebanon counties. This role will support the students' completion of a high school education to transition successfully into employment or continuing higher education.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Support families in follow through for medical cards, counseling, medical evaluation, medications, and agency services.
2. Attend and participate in all training and meetings related to the (ELECT) Education Leading to Employment and Career Training Grant to meet all conditions and requirements stipulated in the guidelines of the grant.
3. Assess student needs and assist with the development of an individualized plan in collaboration with the ELECT Program Coordinator. This plan is to include, but is not limited to, the student's academic, family, social and personal needs to determine supports necessary to graduate High School or ensure career readiness.
4. Coordinate and execute complete services that involve home visits, individual support groups, community gatherings and summer programs to monitor progress toward goals and to develop leadership and problem-solving skills with the students.
5. Contributes by supporting students to attend and remain in school until graduation by collaborating to develop goals, facilitating problem-solving and promoting collaboration with the appropriate community agencies to overcome barriers.
6. Advocate and coordinate for necessary academic support for students, through on-going monitoring of academic performance, attendance and supporting homework, mentoring, and tutoring activities.
7. Support education of child development and health/safety needs while also providing information, resources, and role models to support the student's role as a parent.

This is not a complete itemization of all facets of this position.

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8. Assist in developing transition plans jointly with the collaborating agencies and the student enrolled in the ELECT Grant program to identify interests, abilities and aptitudes that will lead to successful post-secondary education, training, or employment.
9. In collaboration with and under the guidance of the ELECT Coordinator, demonstrates knowledge and assists with the implementation of trauma informed practices, completes student risk assessment as per the suicide prevention protocol, as needed.
10. Adheres to the established work schedule through regular and consistent attendance.
11. Performs other related duties as necessary.
12. Contributes to the effective team management of all problems, issues, and opportunities.
13. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes, and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	Associates degree in degree in Social Work or related Human Services field; Bachelor's Degree preferred
Certification Required:	None
Experience Required:	Field work or internship in social casework situation
Other Qualifications:	Knowledge of school system, family system, social agency operation and ability to fit all together. Ability to work with families of children with disabilities in a knowledgeable fashion. Flexibility with respect to time and days, being able to work as well as to work tasks. Ability to work in the homes of families residing in high-risk communities.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 40% Walk/stand: 60% Driving to other locations: As needed for position
Lifting:	Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
Vision:	Close concentration

This is not a complete itemization of all facets of this position.

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Mental Demands: Interpret, analyze and problem solve

Environment: Normal classroom environment

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

This is not a complete itemization of all facets of this position.
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