

Job Description
South Central Community School Corporation
9808 S 600 W
Union Mills, IN 46382

JOB TITLE: Social Service Advisor
★ This position is PART TIME
★ GRANT funded for the 2020-2021 school year

Assist with mental health concerns, behavioral concerns, positive behavioral support, academic and classroom support, consultation with teachers, parents, and administration as well as provide individual and group counseling/therapy

Provide a full range of services to students who need additional support. As a key member of our support team, the successful candidate will partner with school administrators and teachers to develop and implement plans that provide specialized support for selected students throughout the course of the school year. If you are passionate about helping every student be successful, we encourage you to apply today.

- *Help students function effectively in the school environment.
- *Monitor grant funded programming aimed at reducing at risk behaviors for students.
- *Assess areas in which students may require assistance or counseling
- *Communicate with parents, teachers, and administrators
- *Maintain accurate case files and reports to track student issues and progress
- *Assist in remediation by providing treatment plans or counseling
- *Evaluate student transcripts
- *Participate in the Individual Education Plan, Individual Learning Plan, and Section 504 processes as necessary

Address barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, the Student Support Team, the Special Education committee, and others providing direct services and by assisting families in accessing appropriate community resources.

Essential Tasks (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure fidelity of grant implementation targeting social / emotional learning.
- Serve on student support team and case conferences as requested
- Review student records to identify previous barriers and/or interventions
- Work with students and parents to discuss issues related to non-attendance and develop a plan of action
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and students to agencies when appropriate
- Reporting any abuse or neglect
- Educating parents on available resources to help their child
- Providing some professional development training to teachers
- Advocating for students, families, and resources
- Social Emotional Learning

Specialize in working with school-aged children, their parents, teachers, and school administrators to help students cope with a wide range of issues and perform well academically.

Responsibilities are aimed at helping students grow socially and academically. Depending on the student they may do this by helping students resolve issues like bullying, school absences, and other conflicts. They may help students cope with disabilities, behavior management, and mental health issues.

Desired qualification:

- Degree in social services, school counseling, or a related field
- Previous experience working in school setting
- Excellent communication skills
- Compassionate and approachable personality
- Strong sense of discretion and professionalism