

Job Title	Social Worker
PVN ID	HO-2310-005926
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Continuing Education
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Dec 20, 2023 (Or Until Filled)

General Description

Division Overview

The Division of Continuing Education & Workforce Development (CEWD) at Hostos Community College offers educational, career, and personal development opportunities designed to address the needs of the Bronx and neighboring communities. We offer non-credit courses and certificate programs.

Position Overview

Under the supervision of the Senior Social Worker, the Social Worker will carry out a broad range of responsibilities related to institutionalizing Hostos' role as a premiere community resource for educating and developing a workforce that is responsive to the changing demands of the job market and the prevailing economic outlook.

The Social Worker will support the CEWD Case Management Team in providing social/support services to continuing education students, creating referrals when necessary, and meeting with students individually. The Social Worker will also collect and analyze data and draft reports and maintain confidential records. In addition, the Social Worker will conduct external presentations, and coordinate with community programs and other organizations.

The Social Worker will work closely with the Senior Social Worker, coordinators, and students to help identify services and develop transition plans for each student, monitor their progress and help support their successful transition to college, work and/or training programs. The Social Worker will also interface with instructors and administrative staff to ensure positive, collaborative relationships with students.

This is a grant-funded position and contingent upon availability of grant funds.

Other Duties

The Social Worker will be responsible for the following duties:

- Conduct comprehensive intake and assessments to identify potential challenges that might interfere with the student's ability to complete the program
- Maintain frequent contact with students to monitor their progress and to ensure they successfully complete the program and obtain employment
- Maintain accurate data and notes for each student and recommend appropriate referrals when needed
- Conduct regular outreach to instructors and other staff both in and outside of Hostos to support student success and program completion
- Provide short-term supportive counseling, crisis intervention, and safety planning
- Participate in weekly supervision with the Social Work Supervisor to discuss caseload and to ensure continued quality assurance
- Actively participate in staff meetings and ongoing trainings; identify new opportunities for staff development
- Co-facilitate workshops on various topics, including emotional, social, and academic issues
- Supervise social work students
- Other duties as assigned

Qualifications

Core Competencies

Ability to:

- use discretion, and sound judgment with handling confidential materials and information especially student records
- work under deadlines, with changing priorities
- respond calmly to emergencies and resolve student concerns
- establish community networks and work effectively with community groups
- seek assistance when needed
- write clearly and produce/edit accurate, well-organized, and understandable reports
- communicate effectively, listen, and quickly respond to others
- work in a team, as well as independently

Qualifications

Master of Social Work or Master of Science in Social Work degree required from a school accredited by the Council on Social Work Education or related field

- Licensed Master Social Worker (LMSW) preferred
- Candidate should have their Seminar in Field Instruction (SIFI) certification or be willing to obtain their SIFI
- Experience working with diverse populations in low-income communities
- Demonstrated experience creating and sustaining relationships with partnering agencies
- Strong interpersonal and communication skills
- Basic knowledge of community resources and government benefits
- Demonstrated experience creating and sustaining relationships with partnering agencies.
- Strong working knowledge of Microsoft Office and basic knowledge of MS Teams, Google Drive, and

Zoom

- Must be willing to work some evenings or weekends for special events