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| <b>Job Title</b>      | ESL Counselor/Social Worker (Part Time) |
| <b>PVN ID</b>         | LA-1806-002567                          |
| <b>Category</b>       | Instruction and Social Service          |
| <b>Location</b>       | LAGUARDIA C. C.                         |
| <b>Department</b>     | Wellness Center                         |
| <b>Status</b>         | Part Time                               |
| <b>Salary</b>         | Depends on qualifications               |
| <b>Hour(s) a Week</b> | 0.00                                    |
| <b>Closing Date</b>   | Sep 07, 2018 (Or Until Filled)          |

## General Description

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**Functional Title** – ESL Counselor/Social Worker

**Reports to:** ESL Program Coordinator

**Duties:**

The ESL Counselor/Social Worker reports to the ESL Program Coordinator and the Manager of Health and Wellness Education and Grant Development. The candidate will work in collaboration with Single Stop programming to assist with outreach to ESL students and student-parents and their families. With this collaborative piece, Single Stop can effectively screen more students and provide community services on campus to the college. In addition, workshops and activities can be conducted to foster a healthy lifestyle in finances, nutrition, access to child care and elder care, and self-sufficiency for retention. In addition, supportive services will be provided in the areas of transportation, book assistance and home emergencies to alleviate the stress students face when balancing life and higher education. An additional role will be to collaborate with advising services regarding students and their academic progress. This will allow the college to expand support services based on the needs of the student and student-parents.

Duties to include but are not limited to:

- Assess ESL strategies for success students' presenting needs and connect them to the best available campus and community support services.
- Manage crisis intervention for emergency situations with ESL strategies for success students.
- Help students become familiar with university resources; advise and refer students to appropriate university resources, as the need arises.
- Assist in conducting workshops and outreach for faculty and staff to provide increased awareness on campus to the emotional challenges, needs and resources for students on campus.
- Identify external community-based organizations that provide mental health and social services for bilingual students.
- Assist students with the formulation and implementation of immediate and long-range educational and

career planning

**\*\*\*Please note that this is a One Year position and continuation beyond that is based on the availability of additional grant funding\*\*\***

## Other Duties

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## Qualifications

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**Minimum Requirements:** Bachelors degree required. Master's Degree and is licensed/license eligible as a Mental Health Clinician or Social Worker preferred. Bilingual Preferred but not required.