

COMMUNITY ENGAGEMENT ADVOCATE (SOCIAL WORKER)

Job Title:	Community Engagement Advocate (Social Worker)
Initial:	July 12, 2018
Revised:	
Work Year:	182
Office:	Education
Department:	Individualized Education
Reports To:	Director of Community Care
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule Plus 10%

Related Organization Chart



POSITION SUMMARY: As a member of the Care Team, the Community Engagement Advocate’s (CEA) focus is on students who are at risk for expulsion and/or truancy. The CEA supports the schools and families of these students by providing necessary resources and intervention strategies through consultation with the schools, home visits, parent engagement activities, community outreach, and interaction with local community resources.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides consultative support to school administrators, counselors and teachers around at-risk populations and truancy issues.
- Attends RTI/MTSS meetings where truancy, suspension, and other at-risk issues may arise with students.
- Attends truancy court for students that have received CEA services.
- Organizes and attends parent presentation nights and other occasional after-hours events targeting the at-risk population.
- Conducts group and counseling sessions with identified at-risk students.
- Conducts home-visits with parents and students.
- Reviews truancy and suspension data and determines course of action for interventions.
- Collects and reviews data on the effectiveness of interventions.
- Organizes and attends service learning outings, which may require obtaining a small vehicle license. Requires working in a variety of settings and conditions while monitoring at-risk youth.
- Consults with outside agencies to obtain needed supports for families and students.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Provides professional development to school staff around at-risk issues.
 - Serves on the Crisis Response Team.
 - Performs other duties as assigned by the Director of Community Care or Executive Director of Individualized Education.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Master's Degree in Social Work, Psychology, Education or related field preferred

Experience:

- Three years working in the school setting
- Three years of experience working with at-risk youth population
- Two years of experience working with community agencies such as DHS, police department or Public Health

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- CDE License Required
- Certification in CPI preferred

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, run, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently. Employee may be required to restrain youth, if necessary.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment. Occasional community outings will be required.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.