

**NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION**

Title: Guardian Social Worker

Reports to: Director of Academic Progress / Pilot Director

Position type: 12 month position (Exempt)

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our Mission is to create the best educational environment for students who are seeking a new beginning.

Position Summary

The Guardian Social Worker (GSW) oversees processes that support and encourage customer attendance by identifying and eliminating barriers that directly impact student graduation and post-secondary success.

Key Responsibilities

- Support NBHS by attending community service and outreach activities throughout the year.
- Assess customers' needs, situations, strengths, and support networks to determine their goals.
- Provide support to school based staff by physically visiting the homes of NBHS customers who have not been attending school.
- Provide excellent customer service.
- Coordinate daily customer visitation schedule.
- Create a course of action by exploring options and setting goals with customers.
- Coordinate and document truancy remediation operations.
- Conduct periodic follow-ups to monitor future customer attendance.
- Report, resolve, and/or make referrals to address all customer specific needs uncovered during Guardian visits.
- Monitor plans of actions by periodic follow ups with customers.
- Gather and review attendance data to identify customers with poor attendance rates.
- Collaborate with school staff to develop interventions for customers who are truant.
- Encourage school attendance by monitoring areas in the community where non-attending customers are reported to congregate.
- Maintain necessary records and prepare related reports using all SIS systems.
- Participates in Retention Check In (RCI) reviews and other state sponsored audits, as requested.
- Conduct home visits to investigate customer truancy issues.
- Mentor students both face-to-face and virtually to uncover and address social needs.
- Meet all reporting deadlines and weekly customer attendance goals.
- Assist in marketing and building community relationships for NBHS.
- Support all NBHS staff and customers in both face to face and virtual settings.
- Support school Mission by assisting with home visits.
- Conduct annual review and propose appropriate updates to the *Guardian Social Worker Reference & Procedures Manual*.
- Performs other duties as assigned.

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Minimum Qualifications

- Master's degree in Social Work
- Valid Florida Educator's Certificate in School Social Work
- 2-3 years of prior experience working with youth (grades 6-12)
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation and valid automobile insurance

Key Competencies

Able to adapt to changing work priorities. Possess a genuine knack for building rapport and establishing trusting relationships with customers and parents with individuals/groups from diverse socio-economic backgrounds. Ability to maintain confidentiality. Able to exhibit tact and patience. Able to exhibit strong organizational skills. Able to work both independently and as a team member with other individuals and organizations. Ability to prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment. Able to set high expectations, contributing positively to NBHS culture. Ability to maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies. Desire to serve students in an above and beyond mentality. Periodically checks emails and phone messages after hours and on the weekend. Urgent work-related email and phone messages should be answered after 1-2 hours of receipt.

Physical Environment

Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day. Generally the job requires 30% sitting, 40% walking and 30% standing. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams in the field 80% of time. Requires mental/physical ability and stamina to meet essential duties of the position in all weather conditions. Requires work with both internal and external contacts, and with the public. Light work exerting up to 20 pounds of force occasionally and/or 20 pounds of force as frequently as necessary. Job can require home visits and time in the community. This position serves multiple locations and requires travel.

The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

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The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee's Name (print) _____

Employee's Signature _____

Date _____

Direct Supervisor's / Principal's Name (print) _____

Direct Supervisor's / Principal's Signature _____

Date _____

