

# NEW BEGINNINGS HIGH SCHOOL

## POSITION DESCRIPTION

**Title:** Guardian Social Worker

**Reports to:** Director of Academic Progress

### 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. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High School offers both virtual and brick and mortar options for students.

### Position Summary

The Guardian- Social Worker at New Beginnings High School oversees the operation that supports customer attendance and reduces / eliminates truancy. Customers face many barriers to education. The Guardian program seeks to engage and intervene quickly in order to empower customers to overcome those barriers, leading to Graduation and post-secondary success.

### Key Responsibilities

- Support NBHS by attending community service and outreach activities throughout the year
- Assess customer's 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
- Coordinate daily customer visitation schedule
- Create course of action by exploring options and setting goals with customers
- Coordinate and document truancy remediation operations
- Monitor future customer attendance by periodic follow-ups
- 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 and develops individualized service plans to improve attendance
- Monitor areas in the community where non-attending customers are reported to congregate during school hours and takes appropriate action to encourage school attendance
- Maintain necessary records ensuring confidentiality of customers and their families and prepare related reports using all SIS systems
- Participates in FTE reviews and other state sponsored audits, as requested
- Conduct home visits to various socio-economic neighborhoods, to investigate customer truancy issues; must follow CDC and NBHS guidelines of social distancing with customers by not (a) entering the customer's home, (b) maintaining 6ft social distancing guidelines, (c) not allowing customers to enter in vehicle
- Responsible for mentoring 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
- Supports all NBHS staff and customers in both face to face and virtual settings
- Assist with sanitizing NBHS campuses daily
- Other duties as assigned

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## Minimum Qualifications

### Requirements

- Must have Master's Degree in Social Work
- Certified as a Social Worker by the Florida Department of Education
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Willing to work flexible hours (Occasional nights or weekends)
- Mental/physical ability and stamina to meet essential duties of the position in all weather conditions
- Ability to spend approximately 80% of the day out in the field conducting home visits, and/or virtual meetings with customers
- Genuine knack for building rapport and establishing trusting relationships with customers and parents so that true interventions and preventions can be established to curtail truant behavior
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Knowledge of search engines, electronic marketing and surveying programs
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The Guardian-Social Worker must demonstrate commitment to the mission and vision of New Beginnings High School customer attendance, retention and customer success through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives

### Key Competencies

- Adapt to changing work priorities.
- Maintain confidentiality.
- Exhibit tact and patience.
- Perform duties accurately and efficiently.
- Exhibit strong organizational skills and orderliness in work and environment.
- Work both independently and as a team member with other individuals and organizations.

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- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment.
- Set high expectations, contributing positively to NBHS culture.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds.

**Working Conditions**

Generally, the job requires 40% sitting, 20% walking and 40% standing. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of New Beginnings High School. Opportunity to make decisions without supervision. Responsible for work outcomes and results. 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.

**Environment**

This is a 12 month exempt position that may require travel.

**Health and Safety**

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

*Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.*

*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 Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Direct Supervisor / Principal (print) \_\_\_\_\_

Direct Supervisor / Principal Signature \_\_\_\_\_

Date \_\_\_\_\_