

Position: Social Worker



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Come join our team of artists and educators to ensure that ALL students have access to a rigorous and engaging learning environment in a creative and collaborative arts high school.

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Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- Must hold a current license as a social worker (LSW) or licensed clinical social worker (LCSW) issued by the Pennsylvania Department of State and maintain that license to be employed under this staffing assignment as School Social Worker.
- This is a part time position. Candidate must be flexible in scheduling his/her time depending on the needs of students and given our school schedule.
- Above all else, we need a team player that is willing to roll up their sleeves and build positive relationships with students, as we believe that this is the first step to ensure student safety, security, well-being, artistic expression, and achievement.

To APPLY: please email your cover letter, resume, and three letters of recommendation as one pdf document to jobs@charterarts.org by June 1, 2019.

Essential functions of the job may include, but are not limited to, the following:

The Social Worker plays a critical role in ensuring the social and emotional health of students, helping students achieve artistic, academic, and social/emotional success at Charter Arts! This individual also helps to ensure a positive and healthy school culture that further supports our school mission and vision.

The Social Worker will respond to the social and emotional needs of students and their families as well as take proactive measures to identify potential issues. Primary responsibilities will include:

- Participate on the Student Support Team, or multidisciplinary team, and work collaboratively with the administrative team to advocate for student success at all times
- Work to proactively identify, manage, and support students with academic, social/emotional, and mental health needs
- Conduct formal and informal assessments of student functioning, developmental history, family and community structure, interpersonal relationships, adaptive behavior and cultural factors that may influence learning
- Liaise with external doctors, therapists, counselors, and families to ensure continued coordination of services
- Investigate potential safety issues with students and determine required services
- Complete risk assessments and provide crisis intervention services
- Develop intervention plans consistent with curriculum, student needs, strengths, social and cognitive

functioning, and cultural experiences

- Assist in the development and monitoring of student attendance improvement conferences as needed
- Participate in 504/IEP meetings
- Assist in the planning of therapeutic, remedial and behavioral modification activities provided by the educational agency
- Provide casework management for individual students
- Assist students and their families in gaining access to formal and informal community agencies and resources
- Provide direct interventions to students, including individual and group therapy, counseling, and educational and informational programs
- Provide staff training on mental health services and classroom strategies and interventions to support students
- Provide staff consultation on behavioral/emotional/environmental issues affecting student participation in the learning process
- Plan and execute group sessions and student presentations
- Provide support to families to promote collaboration in educational planning for students' academic, behavioral, and social emotional needs; counsel parent/guardians as needed
- Provide parent counseling and training to help them acquire the necessary skills to support the implementation of their child's specialized educational program
- Participate as a team member for the Student Assistance Program (willingness to be trained if not already)

Professional Responsibilities

- Maintains accurate and complete records of students' progress and development
- Updates all necessary records, contact logs, etc. accurately and completely as required by laws and school policies and regulations
- Utilizes various technology and information management systems to ensure student support is logged, monitored, analyzed, and maintained; Google Certified Educator certificate a plus but not required
- Experience with PowerSchool preferred but not required
- Continually reflects on practices to improve the educational supports provided; receptive to feedback and critique from colleagues and school administration
- Maintains a positive attitude and problem-solving mentality as problems arise
- Participates in appropriate professional development activities
- Proactively encourages parent and community involvement and promptly returns and documents parent/guardian phone calls and emails
- Collaborates with department personnel, colleagues, and school administration to ensure that students with IEPs and 504s have access to an inclusive education and that their needs are being met as outlined; work with outside educational agencies when appropriate
- Participates in department, school, district, and parent meetings
- Seeks out and participates in professional development opportunities to support their professional interests and to maintain active and valid PA certification
- Other as assigned

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Degree from an accredited institution or related field
- Pennsylvania certificate in appropriate subject area or willingness to attain PA state certification

- Willingness to pay for emergency certificate if needed while attaining a PA state certification
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for all students and believe all students can learn and succeed, especially with a sustained focus in the arts
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office equipment; ability to use computer technology and digital cameras efficiently; must appropriately handle confidential information; ability to use AV equipment for group meetings, presentations, projectors, and video equipment.
- Physical - Sit: 40% Drive: 5% Walk/Stand: 55%
- Body Movements: Manual dexterity to use office equipment and repetitive movement of fingers and hands for keyboarding
- Lifting: Moderate lifting from 15 to 30 pounds or more depending on departmental needs with productions
- Mental - Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Environment - Artistic high school environment.

Once your application is reviewed, you may be contacted for a phone interview. Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Final interview candidates are required to submit up-to-date Act 168, I9, state and federal criminal background checks, and their child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. All application materials will be saved for a period of up to three years.