

Job Title: School Social Worker/School Counselor

School Year: 2023-2024

Location: Washington, DC

Organization Name: Washington School for Girls

Department Description: The School Social Worker or School Counselor works in collaboration with the Principal. S/he is a mental health professional who provides mental health, behavioral, social, academic and classroom support for students. S/he consults with teachers, parents, and administrators to ensure that students feel safe and happy. S/he provides counseling services for groups and individuals, and coordinates services for and communication with local agencies.

Brief Description of Classification: This is a 12 Month Position

Detailed Description of Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Principal Responsibilities and Responsibilities:

- Follows the mission, goals and objectives of the program in the provision of school-based services.
- Provides orientation sessions with school community to educate them on the role of the school social worker or school counselor and the range of services offered: 1) meets with each class of students to make introduction and explain the referral process, 2) conducts a faculty orientation and 3) attends the Family Institute to be introduced to parents and educate them on the services offered.
- Provides orientation sessions with the school community on mandated reporting and trauma-informed learning.
- Conducts New Student group sessions for new students in early fall.
- Conducts an initial student assessment on all referrals in accordance with program goals.
- Provides students with individual therapeutic treatment services as needed and as time allows. Refers students needing services but not receiving them at school to community mental health professionals. Responsible for following these cases and serving as the liaison between the outside therapist and the school.
- Offers therapy, support and or discussion groups to students and parents/guardians as needed.
- Instruction students on study skills, social skills, and other appropriate areas in the classroom setting. May include assigning and grading work.
- Provides drop-in consultation and assessment services to self-referred students. When warranted, contacts parents and develops an intervention plan.

- Provides initial and ongoing contact with parent/guardian of referred students and offers parent/guardian consultation, evaluation, therapy and/or referral services.
- Participates in school or community meetings involving the referred student, school staff, family and/or community staff as part of the student's intervention plan.
- Facilitates two professional development workshops on social-emotional learning for teachers
- Provides crisis intervention and follow-up services to students, parents/guardians, classrooms and/or school staff.
- Makes attendance reports to Child and Family Services
- Makes, facilitates and follows up on referrals for students needing specialized services in the community, including educational evaluations, emergency psychiatric services, tutoring, mentoring, concrete or emergency services, etc. Serves as the liaison for the school.
- Actively seeks to identify community resources. Maintains a current listing of mental health and referral information. Networks with community professionals and forms partnerships with outside agencies to enhance and expand services.
- Serves as a school mental health consultant and offers individual consultation to the school staff. Makes presentations on school mental health topics at faculty meetings as requested.
- Discusses program goals with the principal at the beginning of the school year, meets regularly with the principal to coordinate social work services and reevaluates program goals with the principal at year end.
- Participates in school-based teams, teacher group consultation groups and faculty meetings as requested.
- Consults with school staff on the design and implementation of any school-wide or classroom prevention programs.
- Assists in identifying and scheduling outside speakers to make presentations to students, faculty and/or parents on preventative mental health and related topics.
- Attends parent meetings and offers presentations about mental health issues as requested.
- Attends and actively participates in WSG staff/faculty, family meetings and provides input regarding the overall growth for all students (including occasional evening meetings).
- Actively participate in professional development courses/classes offered to improve skill and knowledge
- Represent the mission of WSG in thought, word, and action
- Works closely with Deans to support the coordination of House/SAS and advisory meetings
- Performs other duties as assigned.

Administrative Responsibilities

- Maintains current online case files on all student cases, including demographic data and quarterly notes. Includes parent permission, teacher referral and release forms in the case record for individual treatment cases.

- Maintains online calendar documentation of daily services provided to individual students, groups, families and school.
- Immediately informs the Principal of all crisis and emergency referral cases.
- Completes any necessary paperwork related to community referrals.
- Actively seeks ways to improve service delivery.

Professional Competency

- Reflect and model WSG values and attitudes as a Catholic School in interactions with students, teachers, families, and members of the public.
- Follow the policies and procedures of WSG as described in the WSG Personnel Handbook, including such items as being on time, professional dress, and maintaining appropriate records and reports.
- Demonstrate high standards of professionalism, including legal and professional ethics in interactions with students, faculty, staff, administrators, and members of the public.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent organization, communication and problem-solving skills with the ability to prioritize assignments and meet deadlines on multiple tasks.
- Ability to work with diverse populations
- Collaborative leadership and decision making
- Independent self-starter and good listener who can discern required steps to achieve goals without specific task direction.
- Minimum four years post-Master's experience in child and family treatment, school consultation, minority populations or Washington, D.C. community resources desirable
- Data management tools, organizational tools, computer skills (Word, Excel, Access, PowerPoint and Google Email)
- Committed to Catholic Education that is academically excellent
- Proven ability to work as a member of a team
- Commitment to their own learning
- A minimum of three years teaching experience is desired
- Strong background of teaching reading is desired

Education Requirements:

- Master's degree in Social Work, School Counseling or related field.
- Must be licensed in DC (LISW or school counseling)

Supervisory Responsibilities: No direct supervisory responsibilities

Accountable to: Principal



Appropriate accommodations for individuals with disabilities are available upon request.

To Apply:

Please email resume and cover letter to **jobs@wsgdc.org**.

Attention: School Social Worker

EOE