

POSITION DESCRIPTION: FAMILY SOCIAL WORKER & GRADUATE SUPPORT DIRECTOR (1 OF 2)

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*Primary Function*

- The Family Social Worker/Graduate Support Director's purpose is to help all students and their families obtain and develop skills for personal, emotional, familial, and social growth.
- The Family Social Worker/Graduate Support Director is under the supervision of the Principal.
- The Family Social Worker/Graduate Support Director collaborates with the school staff in areas of family needs.
- The responsibilities of the Family Social Worker/Graduate Support Director include:

*Social Worker*

- Handles student and family case load; set up and manage files on students
- Counsels students during school hours in areas of familial and social needs
- Visits families when necessary; visit all new families during the summer months
- Works with school staff in collaboration with the Counselor ensuring the personal, emotional, familial, and social needs are met for all students
- Coordinates social services with outside providers if needed
- Invites parents to participate in various Parent Support Groups

*Graduate Support*

- Keeps in touch with all graduates of THE SAN MIGUEL SCHOOL
- Maintains an active, up-to-date database of all graduates
- Follows up on all high school graduates: collect report cards, check with guidance counselors, track their progress (file grade release form signed by parents, schedules face-to-face meetings at high schools with graduates, as well as appropriate staff
- Offers an annual reunion with graduates in collaboration with the Director of Advancement
- Invites all graduates to June graduation and performs necessary follow-up in collaboration with the President
- Investigates college and trade school possibilities for high school graduates and communicate this information to graduates
- Communicates to school staff on progress of alumni
- Incorporates the principles of the Lasallian tradition with contemporary educational development with our alumni
- Continues to assist President and Director of Advancement with the continuing development of The San Miguel Alumni Association
- Other: maintain graduate bulletin board; explore the possibility of a graduate newsletter

*Other Duties*

- Provide supervision during arrival, dismissal times and at lunchtime.
- Attends the NativityMiguel Network of School's conference for GSD and Social Workers/Counselors
- Investigates summer intern programs for our graduates and keep a data-base of summer job opportunities for graduates
- Maintains student alumni database in collaboration with the Director of Advancement
- Performs all other professional responsibilities assigned by the Principal that are consistent with the requirements of this position and his/her competencies

POSITION DESCRIPTION: FAMILY SOCIAL WORKER & GRADUATE SUPPORT DIRECTOR (2 OF 2)

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*Qualifications*

- Have at least a Master's degree from an accredited College or University
- Possess or agree to work toward a New Jersey Social Worker's and/or Counseling Certificate, beginning immediately and continuing until completion, in a timely fashion
- Have at least two years successful social work experience and family therapy
- Be familiar with current trends and practices in social work and family therapy
- Be flexible and open to new ideas

*NB - For sufficient reason, any one of the above may be waived.*