Loyola Early Learning Center  
Social Worker/Parent Liaison 
FULL-TIME DESCRIPTION

Overview:
The Social Worker (SW) reports to the Director and is responsible for managing a caseload of students and families for all aspects of social work, counseling and well-being support services. He/she will attend regular staff and teachers’ meetings and consult regularly with the staff and teachers to keep abreast of chronic or emerging concerns. The SW recommends specific counseling, testing, or other follow-through for concerns expressed by teachers, parents, or children themselves. Where necessary, the SW facilitates outside psychological, psycho-educational, or behavioral assessment, testing, or consultation. In addition, the SW will assist with student and parent program activities.

The SW is a 12-month, 40 hours per week employee. The SW receives two weeks of paid vacation. The responsibilities on this job description are not meant to be all-inclusive, and it is understood the SW would perform all other duties as required by the Director.

Major areas of responsibility:
1. Meets individually and in groups with children and parents to provide social work, counseling and support services across a wide range of social and emotional needs.
2. Assists the teachers and director with student behavior management and related counseling.
3. Sets up parent education opportunities and serves as a general resource for parents.
4. Arranges at least one parent program as part of the Saturday Parenting Classes.
5. Serves as a member of the admissions team in the interview and screening process.
6. Serves as an advisor to the Director and President.
7. Refers families or students to outside community resources where necessary.
8. Assists with any other jobs necessary to the basic overall health and well-being of the children.

Education and experience:
The SW should be a Licensed Masters’s in Social Work (LMSW or equivalent) in the state of Maryland. He/she should have experience working with families, preferably with a specialization in “Children and Families.”

Interested Parties should mail or email a letter of personal intent, a comprehensive resume and three work-related references to:

Erica Meadows  
Director, Loyola Early Learning Center  
801 St. Paul Street  
Baltimore, MD 21202  
emeadows@lelc-balt.org

Recruitment in progress: 1.15.2020