

PROGRAM MANAGER

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Category: **Student Support Services/Social Worker**

Date Posted: **1/7/2019**

Location: **Administrative Office**

Date of Availability: **Immediately**

Date Closing: **01/14/2019**

2019-2020 SCHOOL YEAR

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace

Bridgeport, CT 06604

**PROGRAM MANAGER
(Support for Pregnant and Parenting Teens)**

This is a granted funded position.
Part Time position (3.00 days per week)

GENERAL STATEMENT OF DUTIES: Coordinate life-affirming services for expectant and parenting teens, mothers and fathers.

REPORTS DIRECTLY TO: The Director of School Social Work and performs under the supervision of his/her direction.

ILLUSTRATIVE DUTIES:

- Coordinator of Social Services in the continued development, improvement, implementation of services to pregnant and parenting teens
- Assess the appropriateness of pregnant and parenting teens referred to the home visiting program managed by Family and Child Guidance
- Coordinates with the Director of Social and Grants regarding managing the budget
- Reports suspected child abuse or neglect situations to the Department of Children and Families following Bridgeport Public School's protocol
- Acts as the liaison to State partners such as Hispanic Health Council, Cross-Sector Consulting and State Department of Education
- Provides individual and group counseling, as needed for children and families
- Review school records and create a plan to reach high school graduation, including assessing the need for online education, summer school, and tutoring when necessary
- Attends monthly statewide meetings including travel to other districts
- Provides community outreach and education on mental health needs for new parents
- Completes in an accurate and timely fashion all reports required by SPPT funders and Bridgeport Public Schools

- Works closely with school-based health center staff to coordinate referrals and case management for clients
- Coordinates health services offered by the SPPT nurse in the areas of pregnancy prevention, prenatal services, and parenting education

MINIMUM QUALIFICATIONS:

1. Master's Degree in Social Work Teaching Certification Required (071)
2. Minimum of 5 years working with pregnant and parenting adolescents
3. Strong oral and written Communication skills

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Have the ability and capability of working as part of a team as well as independently
2. Experience and capable of compiling data and experience in program reports
3. Bilingual in Spanish preferred

Position Open Until Filled

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

Salary will be in accordance with the BEA contract salary schedule. Qualified candidates who wish to apply should access the Bridgeport Public Schools Website:

www.bridgeportedu.com/teachers

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1.7.2019

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