

**TITLE: Social Worker, Basic Needs Liaison**

**CLASSIFICATION: Classified**

**SALARY GRADE: C14**

**SCOPE OF POSITION:**

Under general direction, participates in the implementation of system of service delivery that is responsive to California Community College, local, state and federal initiatives aimed at removing barriers and improving student access and success; supports the targeted populations by linking them to support programs, public resources, community organizations and regional support services for basic needs.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Provides guidance and crisis intervention to assist students in meeting their academic and career goals.
2. Develops and facilitates intake, case management, referral interventions, and resource delivery systems that increase the success of under-resourced targeted populations.
3. Collaborates with community partners to increase access and utilization of public benefits, support services.
4. Performs data collection, reporting, and analysis in collaboration with Institutional Research to assess community needs and program efficacy; tracks student progress and maintains records.
5. Collaborates with District-wide programs for students aimed at meeting basic needs, increasing student success and retention, including transportation, food and housing.
6. Provides appropriate and relevant support groups for targeted populations to provide student connections and mentoring opportunities.
7. Maintains and utilizes data management systems to comply with local, state and federal reporting and contractual requirements.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
9. May train and supervise student employees.
10. May serve as lead worker to short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Student security and privacy requirements, Student Success Act of 2012, HIPPA (Health Insurance Portability and Accountability Act of 1996) and Title 5 regulations, and marginalized and/or vulnerable populations.
2. Principles of human services and/or social work in an educational setting.
3. Philosophy and implementation of student services programs.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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### **ABILITY TO:**

1. Develop effective programs and services related to basic needs initiatives.
2. Track, compile and analyze statistical information.
3. Prepare and present reports and information to individuals and groups.
4. Interpret and apply policies, procedures, rules and regulations.
5. Plan and coordinate events and activities.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
10. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Master's Degree in social work required.

### **EXPERIENCE:**

2+ years of experience with targeted populations and basic needs programs, non-clinical social work, and human services.

### **OTHER REQUIREMENTS:**

- Position requires frequent travel to various area community organizations.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*