

Are you dynamic, upbeat and a service focused individual? Are you highly skilled at all phases of a School Environment/Social Work in a fast paced organization providing academic, attendance, and behavioral guidance to underserved students? Are you forward-thinking, strategic and do you always strive for excellence. If you answered “YES” to these questions, then this full-time regular, non-exempt position may be perfect you.

Communities in Schools Dallas Region is currently seeking a **Site Coordinator** for various elementary, middle, high school campuses throughout the Dallas region. This position will be responsible for home visits, community engagement, meet benchmarks/deadlines, and are in full compliance with all Communities in School Dallas Region, government, and funding source policies and regulations.

Communities in Schools Dallas Region is a Dallas, Texas-based nonprofit whose mission is to surround students with a community of support, empowering them to stay in school and achieve life. When you join the Communities in Schools Dallas Region Team, you share in our belief that all children deserve the chance to be successful.

For immediate consideration, and to experience for yourself why Communities in Schools is one of the best non-profits to work for, please respond to this advertisement, including your resume and cover letter. Include "**Site Coordinator**" in the subject line.

Clear background check and references are a must.

Responses not including the required information will not be considered.

Duties and Responsibilities:

Responsible for the implementation of CISDR program at assigned school.

- Ensure and maintain engagement with children, parents, teachers and community resources.
- Adhere to benchmarks in a timely manner
- Collaborate with school personnel in order to integrate social, crisis intervention, educational, and vocational services.
- Facilitate collaboration with community agencies and organizations for student referral.
- Encourage students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Encourage students regarding educational issues, such as school adjustment, truancy, study habits, tutoring, and educational support.
- Confer with parents or guardians, teachers, administrators to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.
- Accurately document case management files for each managed student.
- Collaborate with school administration on behalf of Communities In Schools of the Dallas Region

Required Qualifications:

Graduation with a Bachelor's degree from an accredited college or university with major coursework in Social/ Human Service or related field plus one (1) year of experience related to working with at-risk adolescents.

Preferred Qualifications:

LMSW Preferred

This position is eligible for all Communities in Schools Dallas Region benefits which include the following:

BENEFITS:

- Discounted medical plan (employee only);
- Discounted group dental plan;
- Discounted group vision plan;
- 100% Employee Assistance Program
- Optional additional insurance plans (short- and long-term disability, additional life, accident, etc.);
- An accrual of 32 hours of personal time off (PTO), per calendar year;
- Twenty-three (23) Paid holidays including a paid two (2) week winter break at the end of the year.
- Month of July off

Communities in Schools Dallas Region is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, color, gender, gender identity, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by Local, State, or Federal law. We are dedicated to providing a work environment that is free from discrimination and harassment, and where employees are treated with respect and dignity.

Due to the overwhelming response to our advertisements, only candidates selected to move forward in our recruitment process will be contacted.