



Position Description: Student Resource and Support Manager

Organizational Summary: The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to local high school students through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

Job Title: Student Resource and Support Manager

Job Goal: Reporting to the Chief Program Officer, the Student Resource and Support Manager serves as a vital resource for the Emily K Center's students and families by addressing challenges impacting students' successful program engagement and progress that fall outside the scope of existing programmatic supports and strategies. The two primary objectives for the Student Resource and Support Manager are 1) maintain a system for tracking student cases by linking students and families to needed interventions and/or community-based resources and monitoring progress; and 2) in collaboration with program leaders, develop and deliver curriculum-based activities to students that are designed to build the socioemotional skills necessary for academic achievement and lifelong wellness and success.

Qualifications:

- Minimum BSW from CSWE-accredited undergraduate institution
- Minimum of two years of experience in public social service, school social work, or a similar or related field
- Must have experience working with culturally diverse students and families from economically disadvantaged backgrounds
- Track record of success managing cases requiring supported and responsible connection to a diversity of community-based resources and service providers
- Extensive knowledge of or experience with Durham's community based social services and mental health agencies and networks
- Evidence of ability to build rapport and sustain positive relationships with children and youth
- Demonstrated ability to develop and deliver curriculum-based classes, activities and workshops with specific objectives, and ability to gauge effectiveness and measure learning gains
- Must be familiar with all laws and policies regarding data privacy, protection of student information and child safeguarding
- Excellent organizational, communication, and information management skills
- Local travel required for school- and community-based service delivery
- Spanish proficiency strongly preferred

Primary Responsibilities:

- Assess student needs and develop and monitor a strategy for addressing identified barriers and needs based on best practices and through coordination with community-based service providers
- Serve as first point of contact in responding to student crises with the goal of responsibly connecting students and families to the appropriate community-based resources
- Develop and deliver curriculum-based activities such as workshops and classes for students enrolled in the Center's programs, and for the parents of these students
- Periodically update staff on emerging issues and best practices in community-based social work and case management as it relates to the execution of their roles in serving students and families
- Prepare monthly reports detailing service to students and families, progress notes, client needs, referrals to community-based agencies, and socioemotional skill-building activities delivered to students and families
- Represent the Center as appropriate at external meetings and events

Terms of Employment: Part-time position, averaging 20 hours per week. Competitive pay, commensurate with experience and qualifications. Some flexibility in schedule. Core program hours are after school during the week (Monday through Friday). Attendance at occasional Saturday programming required.

Evaluation: Performance of this job will be evaluated annually.

To apply: Submit one document that includes your resumé and cover letter outlining your qualifications and interests to the attention of Dr. Valerie Anderson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by July 5, 2019. For more information visit www.emilyk.org.