SEAMAAC, INC.
JOB DESCRIPTION

<table>
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<tr>
<th>JOB TITLE:</th>
<th>Social Work Consultant</th>
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<td>DEPARTMENT:</td>
<td>Education</td>
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<td>REPORTS TO:</td>
<td>Education Department Director</td>
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<td>JOB SCHEDULE:</td>
<td>Temporary Assignment - 10 hours per week through June 2014</td>
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SEAMAAC Organizational Description:
Since 1984, SEAMAAC, Inc. (Founded as the Southeast Asian Mutual Assistance Associations Coalition) has provided services and advocacy for refugee and immigrants in the Greater Philadelphia area. Our mission is to support immigrants, refugees, and their families as they seek access to opportunities, which would advance the condition of their lives in the United States. SEAMAAC continues to bring issues affecting immigrants/refugees to the forefront for policy makers and other health and social service agencies. SEAMAAC currently maintains a variety of education, health and social services and programs to immigrants and refugees in the Greater Philadelphia Area.

Position Summary
SEAMAAC’s Truancy Case Management Program works in partnership with Philadelphia’s Department of Human Services (DHS) to improve school attendance, academic achievement, and caregiver engagement in their child’s education through case management services for at-risk youth as well as their families. The Social Work Consultant will work with the Truancy Case Management Program team to offer support and advocacy services primarily focused on students involved with truancy court proceedings. Achievement of our program goals are to resolve truancy issues and facilitate families’ ability to develop positive relationships that promote well-being and permanency of children in the home.

The Social Work Consultant will advise all clinical aspects of Truancy Case Management. S/he will meet with each Truancy Case Manager on a bi-weekly basis for individual supervision sessions and twice per month with the entire TCM Team for group supervision and peer reviews. S/he will facilitate all in-house clinical trainings, such as case note writing and home visit assessment skills. The Social Work Consultant will work with the Education Department Co-Director to ensure the TCM program delivers a holistic and strengths-based approach for family-focused case management services.

Skills and Qualifications:
• Master’s Degree required in Social Work (MSW) – Strong preference given to a PA Licensed MSW candidate.
• Minimum two years supervisory experience. At least two years experience facilitating community-based family support activities.
• Outstanding communication skills (oral and written).
• Experience in identifying and facilitating referrals and linkages that match a community’s culture, assets, challenges and barriers.
• Understanding of and commitment to SEAMAAC’s principles in regards to issues of race, class, nationality, religion, age, gender, sexual orientation, and disability.
• Demonstrated ability to effectively work and communicate with diverse staff with a strong commitment to supporting a team environment.

Essential Functions:
• Facilitate peer review and supervision meetings with the Truancy Case Managers to address the underlying causes of truancy, promote the safety and well-being of families, and highlight social work best practices.
bullet Ensure that mandated reporting responsibilities are met and minimum requirements of case management services are completed with families.
bullet Keep accurate written records of all biweekly supervisory meetings and peer reviews with the Truancy Case Managers.
bullet Submit supervision notes and accompanying documents of all biweekly supervisory meetings and peer review sessions to Education Department Co-Director on a monthly basis.

**Salary and Benefits:**
- **Salary**: Commensurate with experience
- **Benefits**: No benefits are offered with this temporary assignment

SEAMAAC is an Equal Opportunity Employer

**Interested applicants should submit a resume, writing samples and a detailed cover letter to:**

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Human Resources Coordinator  
SEAMAAC, Inc.  
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E-mail: nguyenho@seamaac.org  
www.seamaac.org (Website)