



Position Title: Social-Emotional Support Specialist
Position Type: Full-Time, Regular
Reports to: Executive Director
Location: CIS Central Office in Columbus, Ohio

Section I – Position Summary

The Social-Emotional Support Specialist will develop and implement innovative initiatives and programs to support and impact social-emotional learning (SEL) in addition to providing diversity, equity, and inclusion resources for full-time in-school CIS Site Coordinators, students, and school personnel.

Section II – Essential Tasks

- Support the overall mission and work of CIS of Ohio to advance the goals, strategy, and services of the organization.
- Serve as a consistent point person for social-emotional and trauma-informed care needs of CIS staff and their case-managed students.
- Train, coach, and mentor staff in SEL best practices and program quality expectations.
- Serve as a consistent point person for diversity, equity, and inclusion initiatives and resources.
- Provide therapeutic support, resources, and training to diverse team of in-school Site Coordinators.
- Support student and family re-engagement efforts as staff and students return to in-person learning.
- Collaborate with community partners to further social-emotional learning and diversity, equity, and inclusion work at CIS partner schools.
- Provide support and resources needed to further the work of CIS Site Coordinators to reduce non-academic barriers for students.
- Assist and support Site Coordinators with SEL and DEI initiatives, related groups for students, teacher trainings and supports as needed, and ongoing professional development.
- Facilitate all assessments and surveys as required by grants that support this position.
- Regularly collaborate with CIS program managers, and other staff as needed.
- Submit regular reports to CIS Associate Director, Executive Director, and others as applicable.
- Work with Site Coordinators on CISDM data input and reporting.
- Complete all reporting to CIS national related to relevant grant and funder expectations.
- Actively participate in the overall work of Communities In Schools of Ohio as a collaborative member of the organization's Leadership and Site Coordinator team.
- Regularly participate in relevant meetings as requested.
- Perform additional duties as assigned.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by CIS management as required and necessary.

Section III – Qualifications and Requirements

- Master’s degree in Social Work, Counseling or related field required.
- LISW, LSW LPC, LPCC, or PCC highly preferred.
- Minimum 5 years of demonstrated experience working with youth, families, and /or individuals living in poverty.
- Familiarity and a strong commitment to race relations, and diversity, equity, and inclusion work.
- Initiative, innovation, flexibility, and organization are critical components of the position.
- Experience working in a collaborative and diverse team setting.
- Valid driver’s license and auto insurance; Reliable transportation with ability to occasionally travel throughout Ohio.

Section IV – Core Competencies

- Must be detail-oriented, accurate, and thorough.
- Must be dependable, reliable, team player, and people oriented.
- Ability to provide direct support to Site Coordinators as they implement social emotional learning curriculum.
- Must project and maintain a professional demeanor in all interactions.
- Must maintain confidences and appropriate boundaries.
- Ability to quickly establish and maintain effective and positive relationships with internal and external colleagues and supervisors.
- Must ensure regular communication in a timely and appropriate manner.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have excellent verbal and written communication skills.
- Must have high stress tolerance and thrive in a high-pressure environment.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.