



**Carver has an immediate need for a Social Worker/Case Manager  
(At Port Chester Middle and High School Welcome Center)  
Two positions available (Hiring one for each school)**

**About us:** The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Port Chester Carver Center helps our community thrive through programs that nourish, educate and empower. Carver Center’s services address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (including citizenship and English language conversation classes); aquatics and more.

**Position Overview:** The Welcome Center at Port Chester Middle and High School is a dedicated program designed to provide holistic support for students facing learning loss. Our mission is to bridge the achievement gap by addressing both academic and socio-emotional needs, fostering a nurturing environment for all students.

**Agency Wide Duties and Responsibilities:**

- Support the shared vision of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook and all other governing agencies.

**Position Specific Duties/Responsibilities:**

Our on-site social worker/case manager plays a crucial role in identifying and addressing areas of support needed beyond academic assistance. They specialize in:

- **Assessment and Support:** Evaluating students’ needs to determine specific challenges related to learning loss.
- **Resource & Community Connection:** Refer and Facilitate access to vital resources, including counseling services, community programs, family support initiatives, etc.
- **Advocacy:** Collaborating with families to empower them and ensure they receive the necessary support to aid their children’s educational journey.
- **Implement Social & Emotional Learning activities** to support Middle School OR High School students in the development of positive school climate, social and emotional skills development, restorative practices, and behavioral interventions processes.
- **Communicate with RECOVS Program Manager** about interventions for students and students’ progress.
- **Attend meetings** as required with High School / Middle School administration and staff.
- **Participate in required trainings and workshops.**
- **Perform other duties as assigned.**

Through these efforts, the social worker/case manager aims to create a supportive network that helps students overcome barriers to learning and thrive academically and personally.

**Data:**

- Maintain students' records by reviewing case notes, log events and progress.
- Ability to use CRM to input data.
- Assist with the maintenance of rosters and attendance.

**Preferred Qualifications:**

- B.A in social work, human services; M.A. in social work or psychology, preferred
- Minimum of 3 years of experience working with youth or in an educational setting
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Bilingual Fluent Spanish, required
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

Carver Center employment policy requires the completion of a full background check prior to hiring.

**Training Requirements to Maintain Position:**

Attend and participate fully in required staff orientations, all required meetings and Carver Center's professional development sessions, including possible evening trainings, workshops, registration events, etc.

**Compensation: \$25-30/ hour (37.5 hours per week), commensurate with experience**

How to Apply: Email resume to RECOVS Manager, Mariana Gonzalez at MGonzalez@CarverCenter.org

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*