



Job Description

POSITION	Bilingual Social Worker (Spanish-English)
REPORTS TO	Assistant Vice President of Programs
LOCATIONS	555 Amory Street, Jamaica Plain, MA 02130
UPDATED	August 2024

MISSION: *Ellis partners with families to provide high-quality early childhood education programs in a warm, nurturing environment. A recognized leader in our field, we support children across the socio-economic spectrum, treasure diversity in all forms, and celebrate the joy of childhood.*

Ellis Early Learning is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high-quality early education and care for infants, toddlers, and preschool children. Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston. Through a partnership with Boston Public Schools, it operates four high-performing community-based K-1 (UPK) classrooms. Ellis operates out of two historic buildings in the South End, and an additional site in Jamaica Plain. Learn more about us at www.ellisearlylearning.org.

POSITION OVERVIEW: If you're passionate about serving children in their earliest years and thrive in a fast-paced, dynamic environment, Ellis may be the place for you! Flexibility is a must in this role that has both administrative and direct service components, as each day is different and likely may not go as planned. You will be placed at our Jamaica Plain site full-time. The Ellis team is a group of committed and dedicated professionals- a wonderful team to be a part of. Social Workers fluent in Spanish, with energy, flexibility, and a strong understanding of working with a diverse population of families should apply!

RESPONSIBILITIES

Social Work Program Administration

- Collaborate with the Department of Children and Families (DCF) to enroll children in eligible DCF slots and support the Enrollment Manager to manage DCF referrals/authorizations. Also, coordinate with DCF Social Workers to provide updates about the child(ren)'s progress in the program monthly, or as needed
- Maintain and coordinate partnerships with external organizations to provide increased therapeutic resources to the program
- Coordinate directly with the Social Work team and Program Leadership to establish procedures for program intakes, referrals, and termination of services
- Maintain all necessary documentation in clinical files
- Participate and provide a therapeutic lens in parent meetings as requested by leadership

Ellis does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, homelessness, or military status. We celebrate diversity and are committed to creating an inclusive environment for all team members.

- Attend weekly meetings with the family support team and Vice President of Programs, and Center of Excellence & Equity Team, currently in development.

Social Work Program Implementation

- Manage external referrals for mental health services and coordinate support with Family Navigator, as needed
- Provide observations requested by teachers or caregivers
- Facilitate or coordinate therapeutic social skills groups offered to preschool and UPK students to support social and emotional development
- Provide trauma-informed and strengths-based behavior management support and interventions, as well as coaching to staff regarding implementation
- Provide classroom support and crisis interventions to all classrooms and families at our JP site
- Facilitate meetings with caregivers and teachers upon request for guidance and support

General Ellis Support

- Help facilitate various donations for families as needed
- Keep all donations organized and stocked
- Provide front desk coverage as needed; greet families and transfer phone calls

QUALIFICATIONS

- Master's degree in Social Work or candidate for Master's degree within 3 months
- Bilingual Spanish speaking required
- LCSW strongly preferred, but not required
- Demonstrated experience in early childhood care or mental health and understanding the importance of early relational health
- Demonstrated experience in serving culturally and racially diverse families from low-income households
- Knowledge of trauma-informed care and systematic oppression
- Strong interpersonal communication skills (in person, by phone, and in writing)
- Superior attention to detail, consistency, accuracy, and follow-through
- Able to practice effective organizational skills
- Demonstrate sound personal judgment, show initiative, and resourcefulness

Competitive salary and benefits package including vacation and sick time, health insurance, dental insurance, life insurance and 401k with employer match. Additional weekly supervision with LICSW towards licensure.

The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.

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