



**HHG's vision is to equip all children with the skills necessary to access world opportunities via an unparalleled educational experience.**

**The mission of HHG is to establish schools with a quality curriculum based on national and international standards with highly effective leadership taking and activating the vision.**

**Position:** School Social Worker ("SSW")  
**Reports to:** Principal and Resource Room Teacher  
**Employed by:** Hanley Harper Group, Inc.

**Primary Responsibilities:**

- Conduct functional behavioral analyses, as needed and when requested.
- Attend IEP meetings as required and supply all needed paperwork as requested.
- Create intervention plans and performance objectives (long and short term) for referred students that are in alignment with the student's curriculum, needs and life experiences.
- Provide counseling sessions to the families of students when necessary.
- Participate in the McKinney-Vento Act requirements for homeless children when required.
- Participate in due process proceedings when necessary.
- Explain and interpret social work services to students, parents, teachers and other members of the Academy staff as needed.
- Oversee communication between the student, home and Academy, seeking always to involve all parties in the educational process of the student and providing feedback to all parties as is required.
- Be the liaison between the school and community agencies, establishing referral arrangements and helping families by assisting them in obtaining and using local resources.
- Know the law as it pertains to the rights of the child, the family and the school, and explain to parents (and all other interested parties) the due process procedure as defined by legislative acts.
- Ensure smooth and efficient working relationships with the teachers, administration and parents on behalf of the student to positively impact the student.
- In a timely manner, complete all documents for Medicaid reimbursement and monitoring.
- Ensure that at all times there is student confidentiality.
- Complete all reporting as needed in a timely manner.
- Communicate to the Principal and Resource Room Teacher all areas of concern; identify problems promptly and offer solutions.
- Adhere to school policies and procedures.

- Must maintain a professional image and show commitment to equality.

**Education, Certifications and Work Related Experience Requirements:**

- Master's Degree in social work or counseling (MSW)
- Previous experience in counseling preferred
- Meet Michigan Department of Education requirements for certification and licensing through the State and Office of Special Education if applicable
- Proficient use of technology
- Criminal records clearance and unprofessional conduct clearance