



---

**Title:** Social Worker, College and Career Readiness

**Reports to:** Director of Program Operations

**FLSA Status:** Exempt

**Employment Status:** Full-Time

**Benefits:** Healthcare, Dental, Vision, IRA, PTO

**Salary:** \$40,000 - \$55,000

**Work Location:** In-person

**Resume & Cover Letter Submission:** [careers@neighborhoodlearning.org](mailto:careers@neighborhoodlearning.org)

**Offer Conditions:**

**Hiring:** Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (Cost covered by the organization)

**Work Schedule:** Monday-Friday; some Saturdays (Saturday college courses and parent sessions)

**Position Overview**

The Social Worker will play a critical role in addressing systemic challenges faced by students from underserved communities as they transition through high school, college, and career pathways. This role focuses on providing counseling, case management, and advocacy to ensure students have the emotional, social, and practical resources they need to succeed.

Under the supervision of the Director of Program Operations, the Social Worker will work closely with students, families, school staff, and community partners to create individualized plans for personal, academic, and career development. This position requires strong interpersonal skills and the ability to foster a supportive, inclusive environment.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that can guide students towards creating college and career goals, manage community partnerships, increase work experience opportunities, meet deadlines, and mentor high school students and/or program graduates enrolled in their first and second year of college.

**Job Responsibilities:**

**1. Student Support Services**

- Provide individual and group counseling focused on personal, academic, and social development.
- Assess student needs and create tailored support plans, including crisis intervention and referrals.
- Conduct home visits and family engagement activities as needed.

**2. Career and College Readiness**

- Guide students through college and job application processes, including resume writing and interview preparation.
- Help students identify scholarships, apprenticeships, and workforce development opportunities.



5429 Penn Avenue, Pittsburgh, PA 15206

Tele: (412) 363-1914, Fax: (412) 363-1592, Website: [www.neighborhoodlearning.org](http://www.neighborhoodlearning.org)

- Organize and lead workshops on career readiness and life skills.

### **3. Case Management**

- Maintain accurate, confidential case files and track student progress.
- Connect students with external resources such as mental health services and tutoring.
- Monitor academic and social progress, providing regular reports to families and program leaders.

### **4. Community Outreach and Collaboration**

- Establish relationships with schools, employers, and community organizations.
- Coordinate with teachers and counselors to ensure comprehensive student support.
- Plan events, such as resource fairs and parent workshops, to provide networking opportunities.

### **5. Program Development**

- Evaluate program effectiveness and recommend improvements.
- Stay updated on trends in social work, youth development, and college access programs.
- Develop and implement new initiatives to meet evolving student needs.
- Performs other duties assigned for which the employee is qualified and physically able to perform
- Participate in fundraising events and other program events that advance the mission of the organization

#### **Qualifications:**

- College degree preferred in social work or counseling
- Preferred experience with Partner4Work and Learn and Earn program but not mandatory.
- Passion for serving the community and ensuring student success.
- Possess time management and organizational skills necessary to manage multiple projects.
- Proficiency with Microsoft Office/Google Workspace (Excel, Word, PowerPoint)
- Ability to troubleshoot and problem solve.
- Ability to work independently and collaboratively.
- Strong communication skills (written, oral, verbal, body language).
- Comfortable communicating with high school students and families (email, calls, text, video conferencing, in-person).
- Have reliable transportation or able to access college campus and partner sites.
- Experience working with diverse populations.

#### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



5429 Penn Avenue, Pittsburgh, PA 15206

Tele: (412) 363-1914, Fax: (412) 363-1592, Website: [www.neighborhoodlearning.org](http://www.neighborhoodlearning.org)