



Behavioral Coordinator

Part-Time Position

Start Date: September 2024

43 Franklin Place, Summit, NJ

www.pepprogramnj.org

About the Program

For over 20 years, [the PEP Program](#) has provided a transformational learning experience for students with demonstrated financial need in Summit, New Jersey. Now serving 50 students in grades 7 through 12 and supporting an additional 30 students in college, the PEP Program is a college-access program that offers academic support, social-emotional learning activities, and college support to select motivated students from Summit Public Schools. The program includes subject-based tutoring, study skills and test preparation, character development, cultural enrichment, ongoing post-graduate support, and career readiness. The PEP Program also instills a sense of civic responsibility by requiring students to complete annual community service hours.

About the Position

The Behavioral Coordinator will provide social-emotional support and build rapport with PEP students while implementing a social-emotional educational curriculum for middle and high school students, participating in PEP meetings with the staff and students' families, and serving as a resource to post-secondary students. If the student and/or family need additional support, the Behavioral Coordinator will screen, assess, and refer the family to appropriate services. The Behavioral Coordinator will maintain regular contact with the guidance counseling team at LCJ Summit Middle School and Summit High School and outside providers.

Prospective candidates should:

- Connect with adolescents and young adults and be responsive to their evolving needs.
- Collaborate with PEP staff and student support teams, including caregivers, school counselors, and external service providers.
- Maintain professional standards regarding confidentiality.
- Engage middle school students in the Second Step Curriculum and corresponding bi-monthly lessons on empathy, communication, bullying prevention, emotion management, and substance abuse prevention.
- Create and implement a social-emotional curriculum for monthly Rap Sessions with high school students.
- Have strong communication and organizational skills.



- Conduct one-to-one meetings with individual students to address concerns from PEP staff or at the request of students or families.
- Meet with families to address behaviors and underlying issues impacting the student's academic performance and social-emotional well-being.
- Share resources and provide recommendations to PEP staff regarding the best way to support students in the program.
- Assess risk factors, make appropriate referrals, follow up with families, and maintain ongoing communication with outside agencies if and when services are needed.
- Participate in school meetings and advocate for students and parents, as needed.
- Deliver educational presentations on social-emotional and mental health topics to PEP staff and parents.
- Have at least two years of experience working with adolescents and their families from diverse backgrounds.

A Master's in Social Work, Counseling, or a related field and Certification in School Social work are a plus. Fluency in Spanish is desirable. This is a part-time position (approximately 10 hours per week, Mondays and Wednesdays, 2:00 pm—7:00 pm, September through June) with a competitive hourly pay rate.

To Apply

The deadline for applications is June 30, 2024. Candidates interested in this position are asked to submit the following materials:

- Letter of Interest, addressed to the PEP Program Search Committee
- Current résumé
- A list of three or more references with contact information (including phone numbers and email addresses)

Please Address Inquiries to:

Maria Shepard, Executive Director, PEP Program

mshepard@pepprogramnj.org

The PEP Program is committed to equal employment opportunity.