

Key Job Responsibilities of a Social Worker

1. Student Support

- Follow up with students on medical and counseling compliance.
- Daily checking up on students highlighted by counselors
- Identify students at risk (mental health, behavioral, financial, or family issues) and connect them to appropriate resources.
- Provide extension of counselling services by supporting Activities of Daily Living.

2. Crisis Management Support

- Assist in managing mental health crises in collaboration with SWC Counsellors and IITB Hospital

3. Academic Support & Coordination

- Collaborate with faculty and academic advisors to support students struggling academically due to psychosocial factors.
- Help students implement academic adjustment plans where necessary (study habits, motivation, referrals for tutoring).

4. Outreach Collaboration

- Ensure implementation of mental health outreach and awareness programs.
- Contribute ideas for designing mental health outreach and awareness programs, when required.

5. Liaison

- Act as a bridge between students, administration, faculty, and families when required.
- Coordinate between SWC counselors and IITB hospital to ensure ease of student information sharing.
- Coordinate between Institute Mentorship Program mentors and SWC to ensure timely support for students identified as needing help.

6. Administrative & Documentation

- Maintain confidential case records of student interactions.
 - Prepare reports on student wellbeing trends, recurring issues, and recommendations for policy changes.
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