



Social Worker

Purpose Statement

The job of Social Worker is done for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities, procedures and referring families to other agencies.

This job reports to Director of Student Services or Designee

Essential Functions

Arranges a variety of test or assessments (e.g. risk, behavioral, etc.) for the purpose of determining factors and solutions that will increase student success.

Assesses student and family needs (e.g. financial, medical, behavioral, mental, physical, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Conducts specialized individual and group counseling sessions for the purpose of addressing specific emotional, social, and behavioral needs of students.

Consults with parents, teachers, and other school personnel for the purpose of determining causes of and solutions for student problems.

Coordinates activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.) for the purpose of providing referrals for families and/or students.

Coordinates workshops for parents and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and district and supporting child's educational program.

Gathers background information on student's social-emotional history (e.g. observations, home visits, interviews, review of school records, etc.) for the purpose of providing relevant services and support to students and their families.

Maintains a variety of electronic and print case records for the purpose of documenting activities and complying with mandated requirements.

Mediates conflicts between parents, teachers and/or students (e.g. parent/teacher, parent/parent, parent/student, etc.) for the purpose of resolving issues that could impede student's success.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Provides in-service training and workshop for teachers and staff regarding mental health issues and procedures for the purpose of helping to identify and refer students for additional services and support.

Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing student needs and changing unproductive behavior.

Responds to inquiries for the purpose of providing information on district support services and/or educational programs.

Serves as a consultant to school personnel for the purpose of mediating and resolving issues not referred to outside agencies.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; applying assessment instruments; classifying data and/or information; facilitating meetings; operating standard office equipment and office technology; planning and managing projects; preparing and maintaining accurate records; promoting activities and/or events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: assessment instruments and techniques; codes/laws/rules/regulations/policies; cultural differences of student population; job-related codes/laws/rules/regulations/policies; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; communicating with persons of diverse backgrounds; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; working as part of a team; working extended hours; working with detailed information/data; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency: Must complete Master of Social Work or other related program and acquire DOPL license and/or USBE Educator License in area of Social Work.

Required Testing:

Certificates and Licenses

USBE License in Social Work
DOPL Certificate

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade
Lane 5 Master's
Degree