

## **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. Social workers working within school systems provide services to students to enhance their social and emotional well-being and improve their academic performance. School social workers are often called on to help students, families, and teachers address problems such as truancy, social withdrawal, overaggressive behaviors, rebelliousness, and the effects of special physical, emotional, or economic problems. School social workers often also address issues such as substance abuse, sexuality issues, and self-harm.

This job is distinguished from similar jobs by the following characteristics: The additional days associated with this position are an extension of the basic (205) day Social Worker contract and are subject to change as circumstances may dictate.

This job reports to the Coordinator - Student Services

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### **Essential Functions**

- Assesses student and family needs (e.g. financial, medical, parenting skills, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
- 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.
- 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.
- Maintains case records for the purpose of documenting activities and complying with mandated requirements.
- Makes home visits for the purpose of assisting students and/or family members in receiving required services and/or meetings.
- 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 (e.g. youth support, MDT, RIT, COPS, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Provides individual and/or group counseling services for at-risk students for the purpose of meeting social and emotional needs of students.
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.
- Responds to all inquiries for the purpose of providing information on district support services and/or educational programs.
- Serves as a member of school and district teams (e.g. youth support, MDT, educational review team, RIT, COPS, etc.) for the purpose of meeting students social and emotional needs.

## **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, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: perform basic assessments to identify students physical and emotional functioning, barriers to academic performance, peer issues, suicidal/homicidal ideation, and similar issues. To provide limited direct therapeutic services such as individual, family or group therapy regarding specific issues. To provide crisis management services, including assessing for safety; and providing case management services including, but not limited to, referrals to community resources, collaboration with other professionals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: have the ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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.

### **Working 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 significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Mental Health License

Continuing Educ./Training

Maintains Certificates and/or Licenses

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/1/2019

Salary Range