



Job Description Social Worker

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 190 or 220 Days

Experience Required: Experience as a social worker is preferred.

Minimum Education Requirements: Master's Degree in Social Work.

Department: Other Pupil Services Personnel.

Direct Supervisor: Building Principal.

Primary Work Location: Office setting.

Certification: Valid Missouri Licensure in Social Work.

Job Summary: Provide a problem-solving service between the school and the community in providing services to students, families, and school personnel to promote and support students' academic and social success.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide direct services to address the immediate concerns of at-risk students such as mental health concerns, crisis intervention, therapeutic groups, child abuse, neglect, family issues, sexuality issues, substance abuse, psychiatric concerns, and school related concerns.
- Provide indirect services to work with the school community to address at-risk students such as community collaboration, SPED team, problem solving, and outside resource referrals.
- Provide services to school personnel, students, parents, families, and the district as a community liaison to provide the best opportunity to ensure student and family success.
- Counsel with parents to obtain necessary background information and work toward improving conditions that reflect on schoolwork, behavior and interest.
- Serve as a liaison between the school and outside agencies, such as the Division of Family Services and Juvenile Court, as well as psychological and substance abuse counselors, physicians, and other professionals.
- Assist teachers and administrators with possible child abuse and neglect referrals and follow-up on these referrals.
- Help families make appropriate social agency contacts, when needed.
- Provide group instruction on social skills, anger management, and other topics as the need is identified.
- Consult and collaborate with other school professionals in gathering and giving information on a case and in establishing and planning for respective roles in the modification of the student's behavior and necessary related services.
- Provide parent education as an integral part of the task of helping students become more successful, to increase parents' understanding participation in resolving their child's problems.

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- Coordinate or serve as a member of diagnostic teams and educational planning and placement committees and provide biological, psychological and sociological assessment information related to planning for children with adjustment problems.
- Complete assessments, rating scales, in-depth social histories, and behavioral observations as part of the multi-tiered system of support/framework. Make recommendations to school teams based upon these assessments.
- Perform casework services with individual students to assist with those personal, social or emotional problems which affect their education and social progress.
- Make home visits, as needed.
- Participate in district professional development and training, and provide in-services to families and staff, as needed, on these and other related topics.
- Maintain documentation of services provided to students and families
- Provide an annual program evaluation of service.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Skills

- Strong written and oral communications and relational skills.
- Good listening skills with superior relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Maintain effective relationships with local and state agencies.
- Apply ethics and standards of professional practice in the delivery of school psychological services and observes relevant laws and policies that govern practice.
- Safeguard confidentiality of student records.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date