

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; conveying information regarding school and/or district activities, procedures; and referring families to other agencies.

This job reports to the Building Administrator

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 services for parents and/or students (e.g. home visits, community resource linkage and collaboration, school-parent liaison, parent education and advocacy, etc.) for the purpose of support families in optimizing the academic functioning of students within the academic environment.
- 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.
- Intervenes in non-academic situations (e.g. coordination with school-based resources, short term mental health, individual or small group meetings with students, collaboration with administration, staff, and families, etc.) for the purpose of supporting students and families such that students will be able to succeed in the academic environment.
- Maintains records (e.g. case files, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Mediates conflicts (e.g. parent/teacher, parent/student, student/student, etc.) for the purpose of resolving issues that could impede student's success.
- Participates in a variety of meetings (e.g. conferences, workshops, seminars as assigned, service appointments with families, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to requests for intervention in situations that could negatively impact the student's education plan (e.g. child abuse, etc.) for the purpose of addressing needs of the student.
- Responds to all inquiries (e.g. need for community resource, assistance functioning in classroom environment, etc.) for the purpose of providing information on district support services and/or educational programs.
- Teaches self-advocacy to families (e.g. housing, health care, etc.) for the purpose of empowering students and their families to gain access to and effectively useful and informal community resources.

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: adhering to safety practices and procedures; analyzing data; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; preparing and maintaining accurate records; and using pertinent software applications.

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: codes/laws/rules/regulations/policies; knowledge of community resources; safety practices and procedures; school safety and security practices; stages of child development; and treatment modalities.

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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working extended hours; working with detailed information/data; and working with frequent interruptions.

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 40% sitting, 30% walking, and 30% 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 MSW degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Required Testing

Certificates

Licensed Master's Social Worker

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Exempt

Approval Date

Salary Range