Program Specialist, Social Work Services

Purpose Statement
The job of Program Specialist, Social Work Services, organizes the implementation of social-emotional mental health support services to small school districts and COE operated programs in San Diego County; and facilitates field placement and professional development of assigned social work interns to meet the social-emotional/mental health concerns and challenges in school districts.

Essential Functions

- Develops and delivers professional learning opportunities regarding social-emotional supports to educators and school-site personnel in small school districts and COE programs throughout San Diego County.
- Reviews current COE services and materials regarding social-emotional learning and supports for the purpose of tracking outcomes and making recommendations for program improvement and planning, including reviewing data, need assessments, and district profiles.
- Collaborates with educators and school-site personnel by providing ongoing consultation and trainings to small school districts and COE programs in the area of school social work and social emotional services.
- Supervises the field placements of university-sponsored social work interns, who are providing social needs and mental health supports in small school districts and COE programs in San Diego County.
- Ensures completion of and compliance with all university agreements and contracts related to field placement for social work interns at the County Office of Education.
- Provides summative and observational evaluations of social work interns to ensure high quality services and optimum use of school social work knowledge and skills.
- Leads the formulation of guidelines, policies, and procedures for a field placement program for social work interns through collaboration with participating universities, faculty, and administrative staff.
- Organizes program activities for social work interns placed through the County Office of Education.
- Evaluates social work interns for credential and graduation requirements according to university and state guidelines.
- Researches and updates program materials and services with current information to support best practices and effective social work services to effectively meet the social emotional needs of students and families.
- Works collaboratively with Student Services and Programs to align resources for maximum impact.
- Displays ethical and professional behavior in working with interns, program staff, school personnel and outside agencies associated with the County Office of Education.
- Collects and maintains program records as required.
**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 required include planning and managing projects; preparing and maintaining accurate records; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings; operating standard office equipment, including using a variety of software applications.

KNOWLEDGE required of laws and regulations governing social work practice; current and research-based practices of program development, administration and evaluation methods.

ABILITY is required to work with a diversity of individuals and/or groups; to gather, collate, and/or classify data; to independently work with others in a wide variety of circumstances; and operate equipment using standardized methods. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing services in a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

**Working Environment**

Office setting. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience**

Three years of experience serving schools and districts providing social-emotional social work support and supervision of social work interns; including developing and monitoring programs.

**Education**

Masters degree in social work.

**Equivalency**

Any combination of education and experience equivalent to possession of a master’s degree in Social Work and three years demonstrated successful experience in the development, implementation and evaluation of school social work programs, including supervising social work interns.

**Required Testing**

N/A

**Certificates**

CA Pupil Personnel Services Credential in School Social Work
Valid CA Driver's License and Evidence of Insurability
Continuing Educ./Training: N/A

Clearances:
- Criminal Background Clearance
- Criminal Justice Fingerprint/Background Clearance
- Drug Test
- Proof of physical examination including TB Screen

FLSA State: Exempt
Salary Range: Certificated Management Grade 40