

Union County Educational Services Commission

Job Description

Job Title: Student Assistance Coordinator/Social Worker

Reports to: Superintendent

Terms of Employment: Full Time, 10 Months

Scope of Position:

The Student Assistance Coordinator (SAC)/Social Worker will promote a safe and healthy educational environment by implementing a comprehensive program of prevention, intervention, referral and treatment of student alcohol, tobacco and drug abuse in accordance with N.J.S.A. 18A:40A-3, 10 and 15. In addition; this position would provide case management services to our IEP teams.

Qualifications:

1. Earned Bachelor's or Master's degree from a regionally accredited college or university.
2. Valid NJDOE Student Assistance Coordinator and/or School Social Worker certificate required.
3. Minimum of three years successful experience as a Student Assistance Coordinator, School Social Worker, School Psychologist, School Nurse or Guidance Counselor.
4. Demonstrated experience in the development and implementation of substance abuse curriculum, student counseling and staff development programs.
5. Knowledge of local and community resources related to the prevention, intervention and treatment of alcohol tobacco and drug abuse in children and adolescents.
6. Highly effective communication and interpersonal skills needed to relate well with administration, teachers, support staff, students and members of the local community.

Responsibilities:

1. Promote a proactive approach focused on the prevention of alcohol, tobacco and drug use through the implementation of a variety of counseling and educational programs.
2. Develop and coordinate a referral system and intervention services for early identification of students at-risk and/or demonstrating symptoms of alcohol, tobacco and drug abuse.
3. Serve as an information resource to administrative and educational staff regarding the prevention, identification and intervention of substance abuse problems.
4. Assist with the annual professional development of all educational staff members in alcohol, tobacco and drug abuse prevention and intervention.
5. Cooperate with community service providers or other officials in the rendering of substance abuse and related treatment services.
6. Coordinate the development, implementation and review of policies and procedures regarding substance abuse prevention, identification and intervention.
7. Maintain confidential records concerning students and student contacts in accordance with federal and state law and Board policy.
8. Maintain professional standards and knowledge of regulations related to substance abuse through workshop attendance, memberships in professional organizations and other relevant activities in accordance with district guidelines.
9. Actively involve staff, students, parents and other community members in the development and implementation of substance abuse prevention plans.
10. Assess students' drug/alcohol involvement, provide short-term counseling or group counseling, and/or make appropriate referral to treatment facilities when necessary.
10. Develop grant applications to obtain funding for substance abuse prevention programs from various federal, state and other appropriate sources.
11. Provide individual and group short term counseling to students in matters relating to school problems and behaviors and assist in the evaluation of the need for more extensive therapy.
12. Uphold timelines for all student IEPs in the district.
13. Serve as a liaison with sending district Child Study Teams.
14. Assist in the coordination and participation of student intakes.
15. Perform all other tasks and assume such other responsibilities as may be assigned by the Office of the Superintendent.