

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL SOCIAL WORKER

BASIC FUNCTION:

Under the direction of the Director-Special Student Services, address students' social-emotional needs through direct and indirect services to students and families to promote and support students' academic and social success; provide mental health crisis intervention and assessments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide individual and group counseling, family services and case management to students with behavioral, social or emotional problems; receive student referrals from and coordinate social services with psychologists, nurses, staff and outside organizations; respond to crises and threat assessments.

Provide mental health crisis intervention and assessments; refer students to school programs and outside agencies as appropriate; promote parent involvement in the educational process and the facilitation of their children's school adjustment; assist families in accessing and utilizing school and community resources; document provision of services.

Consult and collaborate with District personnel and social service organizations in providing needed resources to students and families; provide information, training and advice to District personnel concerning proper methods of dealing with children exhibiting psychological or emotional issues; provide case consultation and referral updates.

Work with students and develop programs to enhance the social, emotional and academic well being of students; provide counsel and make home visits as necessary; develop service-based plans; monitor student progress in program related activities; follow-up and re-evaluate appropriately.

Communicate with students, families, District personnel, and outside agencies to exchange information, coordinate activities and resolve issues or concerns; maintain confidentiality of sensitive and privileged information.

Prepare and maintain a variety of records and reports related to student assessments, student and family case notes, family service plans, progress and other assigned activities.

Attend a variety of meetings and participate as a member of various multi-disciplinary teams including Individualized Education Plan (IEP), Student Study Team (SST), re-entry, and the School Attendance Review Board (SARB).

Operate office equipment including a computer, therapeutic workbooks and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mental health and evaluation practices, procedures and methods.

Individual and group counseling techniques.

Applicable laws, codes, regulations, policies and procedures, family educational rights and privacy act, parameters of confidentiality, duty to warn, and ethical codes related to assigned activities and (FERPA).

Diagnostic and Statistical Manual of Mental Disorders (DSM).

Crisis management methods and techniques.

Appropriate referral agencies.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned program and activities.

Problems and concerns of students with special needs.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide individual and group counseling, family services and case management to students with behavioral, social or emotional problems.

Consult and collaborate with District personnel and social service organizations in providing needed resources to students and families.

Assess student and family strengths and needs and identify symptoms in need of treatment or intervention.

Work with students and develop programs to enhance the social, emotional and academic well being of students

Maintain confidentiality of sensitive and privileged information.

Maintain professional boundaries.

Understand and relate to students with special needs.

Counsel effectively with students and parents.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in social work and registration or license in clinical social work and two years of counseling, social work or internship experience in the field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License.

Valid Pupil Personnel Services Credential.

License registration as an Associate Clinical Social Worker issued by the Board of Behavioral Sciences.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017