

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Social Worker **DATE:** May 21, 2003
REVISED: July 17, 2006
REVISED: August 13, 2014
REVISED: November 20, 2019

REPORTS TO: Supervisor of Special Education

APPROVED BY: Board of Directors

JOB SUMMARY: Provide support/services to schools and families that will enhance the students' educational experience.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop positive interpersonal relationships between members of the school teams, parents, external referral agencies, community and neighborhood organizations and the student's home to facilitate optimal school opportunity and personal development of the student.
2. Engage in social case work and counseling as a related service.
3. Serve as a liaison between home, school and community agencies assisting the student and family.
4. May serve as attendance officer to assist the team in monitoring student attendance and collaborate with school districts and agencies on compulsory attendance requirements.
5. Provide for students needs through appropriate referrals to outside agencies or support personnel.
6. Provide personal transportation assistance for students as dictated by the Individualized Education Program (IEP), authorized by the parent/guardian, and approved by the program supervisor.
7. Perform other duties as assigned by the Supervisor of Special Education.

QUALIFICATIONS:

- One (1) year experience in mental health, children and youth services, public health and/or related field is required
- Master's degree required
- PA license in Social Work required
- Valid and active Home and School Visitor Certification preferred
- Knowledge of medical, mental health, community services required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must possess conflict mediation skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)