

Oak Grove School District

JOB TITLE: Licensed Clinical Social Worker (LCSW) **SALARY RANGE:** OGEA 22-Step Salary Schedule

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES: Under the direction of the Director of Student, Family, and Community Services in the Educational Services Division, in collaboration with site administrators, the Licensed Clinical Social Worker (LCSW) will provide case management; conduct individual and family assessments; make referrals; provide crisis intervention counseling and direct social services to students, families, and staff; identify community resources and make appropriate referrals for support services; coordinate and manage the implementation of social-emotional learning and mental health programs for all students including but not limited to students in special education, homeless students, and foster youth.

TERM: Subject to funding; year-to-year position

TYPICAL DUTIES:

- Provide support for focal scholars in implementing best practices as identified in District and Site plans and priorities
- Provide individual and group short-term counseling
- Support multiple school sites at the direction of the supervisor based on priorities
- Develop strong working relationships and a collaborative approach with other school professionals and community agencies
- Participate in various meetings to collaborate with school staff members at multiple sites
- Provide support services, including referrals, home visits, crisis intervention, and family intervention related to educational benefits
- Provide effective crisis response and management services for students and families as needed
- Serve as a member of Site and District crisis response teams
- Participate/advise in the team approach in providing behavioral health services to qualifying students to ensure that services are available to students in schools
- Assist with conflict resolution and anger management
- Support students and their families receiving services from agencies such as group home personnel, county probation departments, and the Department of Social Services
- Support students with attendance and discipline-related problems by identifying contributing factors and appropriate programs to address the issues and improve their academic performance
- Participate in Individualized Education Plan meetings; coordinate Support Staff Team Meetings, Student Study Team Meetings, and Student Attendance Review Team (SART) / Board (SARB) Meetings as appropriate; facilitate teams as necessary to accomplish proper results
- Assist students and their families in obtaining necessary services, monitor progress toward successful utilization and completion of services

- Support social and emotional learning in the classroom through collaborative planning, modeling, or instructional support for teachers and staff
- Prepare and maintain necessary tracking mechanisms and records to manage casework, including follow-up information and medical billing
- Provide field instruction and supervision of social work interns
- Utilize diagnostic and assessment procedures as appropriate; gather, organize, and interpret data regarding students to inform teachers, staff, and parents; support preparation of quarterly reporting for attendance and behavior as needed
- Prepare and deliver oral presentations and staff development activities; attend various meetings, conferences, and seminars
- Prepare and deliver related parent education training
- Collaboration with County and School Linked Services
- Maintain confidentiality
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Education, Experience, and Certifications:

- Graduation from an accredited four-year college or university with major coursework in social work, counseling, psychology, sociology, or a closely related field
- Pupil Personnel Services (PPS) Credential and the authorizations are in School Social Work and School Child Welfare and Attendance
- Licensed Clinical Social Worker (LCSW)

Desirable Experience:

- Experience working with children or in an educational setting
- Experience in drug and alcohol counseling
- Biliterate English/Spanish

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures governing scope of work
- Principles and practices of social casework, including group work and community organizations
- Principles and methods of counseling and the accepted techniques for assessing behavior
- Current instructional materials and techniques governing the scope of work
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students
- Psychosocial, emotional interviewing techniques for students and families
- Record-keeping and report preparation techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, and punctuation

Ability to:

- Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing the scope of work
- Maintain current knowledge of applicable laws, codes, rules, and regulations, as well as new developments and research in the field governing the scope of work
- Analyze situations accurately and adopt effective courses of action
- Work independently and as part of a team
- Compile and analyze information and prepare reports
- Communicate with students, staff, parents, and the community using patience and courtesy, and in a manner that reflects positively on the District
- Plan, organize, and prioritize work efficiently and effectively to meet schedules, timelines, and deadlines
- Establish and maintain a positive effective relationship with administrators, faculty, staff, students, parents, and outside agencies
- Possess a mix of knowledge, interpersonal skills, adaptability, and flexibility
- Operate various office machines, Google Suite, copy machines, fax, computers, and assigned software
- Communicate effectively, both orally and in written form
- Speak in public meetings
- Maintain confidentiality of private and sensitive information

WORKING CONDITIONS:

- Office and classroom environment and outside weather conditions, as applicable
- The ability to deliver in-person services to students on-site and attend meetings to conduct work at an office and multiple school sites in alignment with their contracted work schedule. In addition, they must be able to conduct home visits in person.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- Moderate noise level, working with groups in an indoor setting

PHYSICAL DEMANDS:

- Stand and walk for extended periods of time
- Hear and speak to exchange information in person or virtually and depth perception to monitor and evaluate staff or students; read written or printed notes and materials
- Ability to lift, carry, push, or pull 25 pounds of instructional materials or work equipment; reach in all directions
- Bend, twist, kneel and stoop
- Dexterity of hands and fingers to manipulate work tools and instruments and operate audio-visual and educational training equipment
- Speak clearly and communicate effectively to present to groups
- Ability to observe and monitor students inside and outside classroom environments

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.