

## SCHOOL SOCIAL WORKER SPECIALIST

### **JOB SUMMARY**

Under general supervision, coordinates and provides professional, culturally relevant, clinical social services including individual, group and family therapy, parent support and training, case management, clinical assessments and interventions, and consultative services to students, parents and District personnel in both the home and school settings.

### **DISTINGUISHING CHARACTERISTICS**

This classification differs from other classifications in that the incumbent coordinates and provides professional social work services, case coordination and training to students, parents and District personnel and is an integral link between school, home and community in helping students achieve academic success.

### **SUPERVISION RECEIVED AND EXERCISED**

The Mental Health Coordinator provides general supervision, whereas the Director of Student Support Services provides general direction to the incumbent in this classification. This classification will provide lead caseworker support to related District staff and may provide licensed supervisory support to social work associates or interns, but they do not directly supervise other personnel.

### **EXAMPLES OF DUTIES-** Duties may include, but are not limited to, the following:

- Provides initial and ongoing individual, group, and family clinical social work assessments, treatment, and case management, targeting students identified at risk of school failure due to social-emotional learning needs and behavioral problems and utilizing evidence based and/or evidence informed practices.
- Provides individual and/or group counseling and early intervention services for students having difficulties with academic progress including but not limited to mental health, trauma awareness, social skills, grief, anger management, conflict resolution, peer mediation, motivation, and other social-emotional and behavioral needs and issues that impact learning.
- Develops, implements and modifies clinical treatment plans based on the progress and needs of students;
- Develops and coordinates prevention and wellness activities;
- Travels to sites and performs necessary home visits for the purpose of providing direct treatment, consultation, and collaboration for students and families;
- Conducts clinical interviews, observations and surveys to gather information, and to assess and determine student and family needs and progress;
- Utilizes data such as universal behavior screeners and teacher observation tools to identify and match students to appropriate interventions;
- Assists parents and families in accessing and utilizing community resources;
- Makes referrals to and coordinates care with appropriate community and private mental health agencies and social services;
- Participates in suicide risk and threat assessments and the coordination of mental health services for students in emergency/crisis situations;
- Obtains and utilizes resources to sustain student involvement, identify school program needs and assists in developing school strategies to meet students' needs;
- Attends and participates in professional development trainings; plans, develops and conducts in-service trainings, prevention and wellness activities, and mental health service-related workshops and courses, and provides interventions for teachers and staff;

- Assists the Mental Health Coordinator in clinical supervision and work activities (e.g., reviewing cases with staff, providing feedback and suggestions, modifying treatment plans, monitoring behavioral plans);
- Participates in IEP, 504 and related student intervention team meetings, and contributes to goal setting and planning for students;
- Prepares and maintains required treatment records, correspondences, documents and reports such as charting observed behaviors, Individualized Education Program (IEP) progress reports, incident reports, referral forms and other data;
- Creates, develops, plans and provides parent training and classes, and family counseling at school sites or in homes, to assist students with a range of educational, psychological, social-emotional and behavioral problems, and as it relates to mental health services;
- Collaborates with administrators, District staff, parents and outside mental health agencies to coordinate care and the delivery of effective mental health services for assigned students;
- Oversees cases managed by interns/associates and provides training to site based interns/associates and related staff;
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education:** A Master's or Doctoral degree in social work or a field closely related to the knowledge and abilities required of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation is required.

**Experience:** Two (2) years of professional experience providing social work services to children and/or adolescents in a school and/or clinical setting, is required. At least nine (9) months of that experience must have been providing social work services in a school setting.

### **Knowledge of:**

- Principles, practices and techniques related to professional social work services for school-aged children and adolescents;
- Effective and current assessments, diagnoses and treatments for school-aged children and adolescents;
- Social and emotional development of school-aged children and adolescents;
- Applicable federal, state, local laws, regulations, policies, procedures and codes as it relates to providing mental health services to school-aged children and adolescents;
- California and Federal regulations for behavior interventions for Special Education students;
- Curriculum and instruction programs proven to be beneficial to students with special learning or social emotional needs and their relationship to learning;
- Principles, practices, philosophies and techniques related to evidence based practices and modalities, therapeutic methodologies, family systems theories and crisis management and intervention;
- Individualized Education Program (IEP) processes and related laws and regulations;
- Special education eligibility criteria and therapeutic research-based interventions;
- Individual and group and family counseling techniques;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Principles, practices and techniques of researching, report writing and record keeping;
- Applicable computer software applications and programs including Microsoft Office Suite.

**Ability to:**

- Keep up-to-date, interpret, apply and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards and codes as it relates to providing mental health services;
- Effectively serve as a professional school social worker to students, families and support staff, both individually and within groups;
- Encourage students to express their feelings, discuss what is currently happening, has already happened, and is anticipated to happen in their lives, and help them to develop insight into themselves and their relationships;
- Guide students in the development of skills and strategies for dealing with their problems;
- Maintain confidentiality of student records related to social-emotional and mental health services and treatment;
- Effectively manage multiple cases in order to meet deadlines;
- Accurately assess student needs and understand the influence of environment on their needs;
- Compose and prepare written reports, presentations and materials related to mental health services;
- Prepare and maintain accurate information and data;
- Effectively utilize crisis intervention and management as needed;
- Understand and apply the student's Behavior Intervention Plan;
- Effectively build rapport and promote open communication with students and parents;
- Facilitate discussions among stakeholders;
- Effectively handle and resolve conflicts that may arise;
- Effectively manage and adjust to change;
- Collect and analyze data in a variety of settings and ways;
- Exercise discretion and judgment in choosing ethical and appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Accurately attend to detailed work;
- Establish and maintain cooperative, working relationships with others;
- Take initiative;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, the preparation of correspondence and reports, etc.;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:**

- A valid license as a Clinical Social Worker (LCSW) is required.

**Special information:**

- Possession of a valid Class C California Driver's License and the ability to travel between job sites and different work locations (e.g., student homes) is required.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work environment:** The incumbent works in an office, classroom, and client/student's home environment. The incumbent is in direct contact with school-aged children, adults and the public through telephone, electronic mail and in-person. The incumbent is required to effectively manage constant interruptions and crisis situations while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be at a higher level of exposure to infection from students. The noise level in the work environment is usually moderate.

**Physical environment:** Primary functions of the position require sufficient physical ability and mobility to work in an office or classroom environment as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within normal audio range with or without correction; to verbally communicate in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

<b>School Social Worker Specialist Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	05/25/2021