San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Social Worker	**Exemption Status:**	Non-Exempt
Reports to:	Principal	**Pay Grade:**	01
Works with:	Students/Staff/District Personnel	**Days:**	226
Dept. /School:	Gateway Academy/DHDC/ARBC	**Date Revised:**	03/11/2020

Primary Purpose:

Performs professional work to students and/or families, health, financial, and social services; provides assessments and develops and implements case management plans, and performs all related duties.

Prerequisites:

- Bachelor's Degree from an accredited university ; and
- Major in social work or a related field;
- Valid Driver's License;
- Able to work flexible hours.

Special Knowledge/Skills:

- Knowledge of individual and group counseling skills
- Knowledge and skill in casework methods
- Strong consultation skills for conferencing with teachers, parents and students
- Ability to speak fluently in English and Spanish
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

Major Responsibilities and Duties:

1. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems and their knowledge and use of available and appropriate resources.

2. Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate.

3. Conduct individual and group counseling sessions to encourage peer support and enhance social development of students including developing the ability to accept responsibility for their actions, resolve conflicts, develop decision-making skills, and handle crisis. Work with students to improve attendance.

4. Provide crisis support and counseling to students, parents and school staff.

5. Identify and explore causes of students' dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes to difficulties and indicate remedial measures.

6. Participate in the Admission, Review and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement and goal setting for students according to district procedures.

7. Work with school personnel to help students explore alternative education programs and career counseling.

8. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.

9. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.

10. Compile, maintain and file all reports, records, and other required documents.

11. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

12. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Employee Signature: _____ Date _____

Administrator Signature: Nate Carnes, Ed.D. Date 4/28/2020