

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

EDUCATIONAL CASEWORKER

DEFINITION

Under the supervision of the Assigned Supervisor, the Educational Caseworker is responsible to provide educational support services to increase student achievement. The Educational Caseworker provides a wide variety of direct and/or indirect services to select At-Promise youth and their resource, biological, and extended families. These services are provided at various sites, schools, and districts in the County. The Educational Caseworker manages a caseload of students, ensures that needs are assessed, and that appropriate interventions result in improved academic progress and achievement; and other related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides individual and group student supplemental intervention and promotes development of social skills.
- Supports students during their transition into school, as needed, by organizing meetings, school visits, and coordinating support with school administration.
- Advises students on how to become self-advocates.
- Assists schools in identifying At-Promise youth and determining their academic needs and barriers to success.
- Assists schools in developing and implementing after school support/tutorial programs that promote skill development, study skills, resiliency, and the ability to engage in appropriate learning and social environments.
- Collaborates with students, families, and a variety of school members, about Individualized Education Plan (IEP), 504 meetings, Child Family Team (CFT), and Student Success Teams (SST) for the academic success of At-Promise youth.
- Provides strategies to increase caregiver involvement.
- Assists in the planning, development and implementation of programs and professional development to school staff, which includes groups and individual activities to assist in the social-emotional wellness, social skill acquisition and success of students.
- Monitors the academic and social progress of youth caseload.
- Operates County vehicle for transportation to and from County sites, school sites, community events, field trips, shopping for essential items and home visits.

MINIMUM QUALIFICATIONS

Education and Experience:

- A Bachelor's degree in social work, clinical/school psychology, child development, special education or related field is required. Master's degree in job-related area is preferred
- A minimum of three years' experience working with children, families, or childcare providers

Knowledge of:

- Public education system, juvenile justice system, special education, and mental health services.
- English grammar, punctuation, and spelling.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- Youth development concepts and resource youth services system.
- Trauma informed care and practices.

Skills and Abilities:

- Maintains confidential files, records, and documents for caseload related activities and outcomes.
- Prepares written reports.
- Communicate effectively in both oral and written forms.
- Understands the impact and importance of trauma informed care, substance abuse, relationships, adolescent development, and group process.
- Implement appropriate behavior interventions, including de-escalation techniques.
- Standard types of office filing systems, and common equipment utilized in an office environment.
- Make presentations to adolescents and adults.
- Read and apply rules, regulations, and procedures.
- Work collaboratively with team members to meet the needs of students.
- Work independently and maintain accurate records and reports.
- Provide confidentiality and ensure professional competence and integrity.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Ability

- Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard, and other office equipment
- Requires visual acuity to read words and numbers. Requires speaking and hearing to communicate in person or over the phone
- Requires lifting of light to moderate objects (between 20 to 30 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time
- Requires ambulatory ability to go to different locations
- Requires the ability to take precautions against a nominal exposure to health and safety risks.

Licenses and Certificates:

- Valid California Class C driver's license

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: J

Approval Date: August 15, 2024