JOB DESCRIPTION
Park Hill School District

District Social Worker

Purpose Statement

The job of District Social Worker is done for the purpose/s of facilitating administrative processes; ensuring operation is in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families; conveying information regarding school and/or district activities, procedures; and referring families to other agencies.

This job reports to the Director of Access, Inclusion & Family Engagement.

Essential Functions

- Acts as district liaison for community partnerships in collaboration with the Director of Access, Inclusion, and Family Engagement (e.g. Tri-County, Synergy, etc.).
- Advocates for advancement of social work program, acting as work group representative.
- Assesses, develops, and facilitates professional development for social workers, in collaboration with the director of access and opportunity, for the purpose of onboarding new social workers and developing relavent professional learning opportunities for social workers.
- Coordinates appropriate level of services to parents and/or students during summer school to ensure families are supported during all terms of the year.
- Coordinates services for parents and/or students (e.g. home visits, community resource linkage and collaboration, school-parent liaison, parent education and advocacy, etc.) for the purpose of supporting families and optimizing the academic functioning of students within the academic environment.
- Creates and facilitates monthly work group meetings, book studies, and other collaborative presentations.
- Facilitates the assessment of student and family needs (e.g. financial, medical, parenting skills, etc.) across the district for the purpose of ensuring appropriate support.
- Intervenes in non-academic situations (e.g. coordination with school-based resources, short term mental health, individual or small group meetings with students, collaboration with administration, staff, and families, etc.) for the purpose of supporting students and families so that students will be able to succeed in the academic environment.
- Leads and partcipates in the coordination of district activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.) for the purpose of responding to student and family needs across the district.
- Maintains records (e.g. case files, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Mediates conflicts (e.g. parent/teacher, parent/student, student/student, etc.) for the purpose of resolving issues that could impede student success.
- Organizes and participates in a variety of meetings (e.g. conferences, workshops, seminars as assigned, commumity agency meetings, advisory boards, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Provides advice, support, and coordination in the event of significant crisis situations in school buildings in order to serve as primary contact for social worker interventions.
- Provides clinical supervision to social workers related to ethical and crisis situations that could negatively impact a student's education plan (e.g. child abuse, etc.) for the purpose of addressing needs of the student.
- Provides training as needed to groups affiliated with or providing service to Park Hill School District (i.e. bus drivers, school age child care, etc.) in order to develop understanding and knowledge about the needs of district families.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to all inquiries (e.g. need for community resource, assistance functioning in classroom environment, etc.) for the purpose of providing information on district support services and/or educational programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; analyzing data; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; knowledge of community resources; safety practices and procedures; school safety and security practices; stages of child development; and treatment modalities.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules;

setting priorities; working as part of a team; working extended hours; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience	Job related experience within a specialized field is required.
Education	MSW degree in related area with increasing levels of job-related experience.
Equivalency	No substitutions or equivalent degrees will be accepted in place of the required MSW.

Certificates

Licensed Master's Social Worker

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt