JOB DESCRIPTION
Park Hill School District

Social Worker: McKinney-Vento Emphasis

Purpose Statement

The job of Social Worker: McKinney-Vento Emphasis is done for the purpose/s of facilitating administrative processes; ensuring operation 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 District Social Worker.

Essential Functions

- Assist in obtaining school records, immunization, and birth certificates for enrollment purposes.
- Create and facilitate professional development to district staff regarding the McKinney-Vento Program.
- Cultivate relationships with local homeless/domestic violence shelters as well as McKinney-Vento Liaisons in local districts to help facilitate meeting the transportation and shelter needs of the identified children and youth.
- Develop assessment forms, questionnaires, and care plans to track data and document services provided to identified homeless children and youth.
- Ensure district compliance and execution of the McKinney-Vento Act, Title IX of the Every Student Succeeds Act.
- Facilitate coordination, monitoring and billing for transportation services for McKinney-Vento children and youth.
- Handle enrollment disputes, ensuring mediation in accordance with the requirements of Title IX of ESSA.
- Inform parents/guardians, unaccompanied youth and school personnel of the rights of McKinney-Vento students through consultation and training.
- Participate in a variety of meetings (e.g. conferences, workshops, monthly huddles, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Participate in district-wide initiatives such as Signs of Suicide, Operation School Bell, etc.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serve as a float social worker, providing support for schools throughout the district as assigned.
- Serve as McKinney-Vento subject matter expert for the district and apply gained knowledge to maintain and improve the program to eliminate barriers and increase academic success.
- Serve as one of the primary contacts between students and families experiencing homelessness, school staff, district personnel, shelter workers, and other service providers. Provides direct support to ensure enrollment of children and youth and facilitate the equitable opportunity to engage in school.
- Work with school staff to ensure that McKinney-Vento students are immediately enrolled in school pending any disputes regarding school enrollment or placement.

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, Knowledge and Abilities

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 — Relevant professional experience in school social work or a related educational setting is preferred.

Education — Master's degree in social work (MSW) from an accredited institution is required.

Equivalency — No substitutions or equivalent degrees will be accepted in place of the required MSW.

Required Testing

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