



Social Worker

Purpose Statement

The job of Social Worker is performed for the purpose of serving as a liaison between school, home, and community; advocating on behalf of families and students; facilitating administrative processes; ensuring operation 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 and procedures; referring families to outside resources; providing extensive counseling to identified students with significant social, emotional, and behavioral challenges; and providing strategic services for students to address social-emotional environmental issues that interfere with the educational process.

Supervisory Relationship

Reports to: Coordinator/Principal

Essential Functions

- **Assess Student and Family Needs:** Administer various evaluation protocols such as child/family/teacher interviews, behavioral scales, and functional behavioral assessments to develop and implement individualized plans of services supporting educational objectives.
- **Crisis Intervention:** Assist with school and home crisis intervention plans for issues such as health, runaway child, abuse/neglect, domestic violence, and family member suicide to create necessary support for students and families in crisis.
- **Coordinate Training:** Provide training opportunities for staff, parents, and/or students on topics such as parenting skills, community resources, district programs, social skill development, and mental health awareness to assist parents in maintaining a positive home environment and support the child's educational program.
- **Liaison with Agencies:** Coordinate activities with various outside service agencies such as mental health, housing, probation, medical, youth camps, food banks, and clothing/supplies to provide referrals for families and/or students.
- **Maintain Records:** Keep case records and documentation, adhering to confidentiality standards and NASW Code of Ethics, as well as Bismarck Public Schools Special Education policy, to comply with mandated requirements.
- **Mediate Conflicts:** Resolve conflicts between parents, teachers, and/or students by offering support and options, providing community resources, and assisting in referrals to ensure student success.
- **Participation in Meetings:** Attend meetings, training, and seminars to convey and gather information required to perform functions, including building-level meetings, student evaluations, intervention plans, behavior plans, and attendance team strategies.
- **Provide Resources:** Offer interim transportation resources to assist students and/or family members in receiving required services and/or attending meetings.
- **Respond to Interventions:** Address situations that could negatively impact the student's education plan by coordinating the wrap-around process for higher-risk students and families, providing social skill instruction, resiliency training, and motivational training for at-risk students, and developing behavior intervention and support plans.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills to meet changing job conditions.
- Excellent human relations, oral and written communication skills.
- Experience and training demonstrating successful use of clinical skills in working with students and/or their families, other programs, and agencies.

Knowledge

- Strong understanding of clinical best practices in school social work, including strategies for supporting students with significant social, emotional, and behavioral needs.
- Working knowledge of federal, state, and local laws, policies, and regulations related to special education, serious emotional disabilities, and student support services (e.g., IDEA, Section 504, FERPA, HIPAA).
- Familiarity with Bismarck Public Schools policies, procedures, and community resources that provide services to youth and families.
- Ability to interpret case information, apply evidence-based interventions, and communicate recommendations clearly and professionally to students, families, and multidisciplinary teams.
- Skilled in engaging families and stakeholders in support planning, promoting equity and access to services.
- Capable of developing written reports, documentation, and communication materials that are clear, objective, and appropriate for various audiences.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others in a wide variety of circumstances.
- Utilize job-related equipment and solve practical problems.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Assist in developing and monitoring individualized education programs (IEPs) that include appropriate social skills, behavioral, and academic goals.
- Familiarity with surface management strategies as needed.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and significant fine finger dexterity. Generally involves 40% sitting, 40% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience

Experience in schools, preferred

Education

Bachelor's degree in Social Work

Certificates and Licenses

ND Licensure

Licensed Social Worker

Continuing Education/Training

Meets Continuing Education Requirements

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PJ