

MOFFAT CONSOLIDATED SCHOOL DISTRICT #2

Human Resources -- Job Descriptions

POSITION: Social Worker / Family Liaison

Department: Student Services / District Administration

Reports To: Moffat PK-12 Principal

FLSA Status: Exempt

Employment Type: Full-Time, Year-Round (schedule and contract days to be determined by the Board of Education)

Salary: Per the District's approved salary schedule or employment agreement

Position Summary

The Social Worker / Family Liaison serves as the district's lead professional for connecting students and families to school, community, and social-service supports that reduce barriers to attendance, engagement, wellness, and academic success. The position provides school-based social work services; leads family outreach, home visits, community-resource coordination, attendance intervention, and McKinney-Vento implementation; and works collaboratively with the School Counselor, Licensed Professional Counselor (LPC), AmeriCorps Member, building staff, and community agencies. The Social Worker / Family Liaison supports the district's crisis-response, behavioral-support, restorative-practice, and student-wellness systems. The position maintains appropriate professional boundaries and confidentiality; fulfills mandated-reporting responsibilities; and coordinates with families and outside providers while protecting student information in accordance with applicable law and district policy.

Essential Duties and Responsibilities

Family Engagement and Community Resource Coordination

- Serve as the district lead for family engagement and home visits, using respectful, strengths-based practices to build relationships and identify barriers affecting student attendance, behavior, health, housing stability, and academic participation.
- Lead the connection of students and families to appropriate community resources, including health care, mental-health services, food assistance, housing supports, transportation resources, benefits, and other social services.
- Lead development, maintenance, and distribution of family resource materials and coordinate community-engagement activities that improve access to school and community supports.
- Serve as the primary district contact for community-resource coordination and maintain effective working relationships with local agencies, service providers, and community partners.
- Support the School Counselor in developing and sustaining community partnerships that benefit students and families.
- Maintain timely, accurate, and confidential documentation of family contacts, referrals, service coordination, home visits, and follow-up activities in accordance with district procedures.

Attendance and Student Stability

- Lead interventions related to attendance concerns and truancy; collaborate with students, families, administrators, counselors, teachers, and outside agencies to identify causes of chronic absenteeism and develop practical support plans.
- Monitor attendance concerns and participate in problem-solving, family outreach, referral, and follow-up processes designed to improve regular school attendance.
- Serve as the district's McKinney-Vento Homeless Education Liaison, or support the designated liaison as assigned by the Superintendent; identify and assist students and families experiencing homelessness or housing instability.
- Ensure eligible students experiencing homelessness are connected promptly to educational services, transportation coordination, school meals, enrollment assistance, community referrals, and other supports required by law and district procedure.
- Provide families and unaccompanied youth with information about educational rights, available services, and district processes; coordinate with school personnel and community partners to remove barriers to school participation.

Crisis, Safety, and Child Protection

- Fulfill mandated-reporting responsibilities for suspected child abuse or neglect and coordinate with appropriate district personnel and child-protection agencies, consistent with Colorado law, district policy, and professional ethical standards.
- Participate as a support member of the district crisis-response system; assist with student and family communication, connection to external services, and follow-up after a crisis.
- Support student peer-mediation and restorative-practices efforts, including family communication and follow-up when appropriate.
- Support check-in/check-out systems and other structured student-support plans in collaboration with the School Counselor, LPC, teachers, and administrators.
- Maintain confidentiality of student and family information, sharing information only as authorized by law, professional standards, and district policy.

Behavioral and Student-Wellness Support

- Support universal behavioral screening processes through family engagement, data gathering, follow-up, and connection to appropriate supports.
- Support clinical behavioral assessments, as assigned and within the employee's license, training, and scope of practice; collaborate with the LPC, School Counselor, special education staff, teachers, and administrators.
- Support classroom behavior consultation by helping staff and families understand student needs, identify environmental or family-based barriers, and connect students to school or community services.
- Consult with the School Counselor, LPC, and administrators regarding referrals for specialized providers; assist families with access, releases of information, and coordination of care.
- Collaborate with the School Counselor, LPC, and AmeriCorps Member to ensure services are coordinated, role-appropriate, and responsive to student needs.

Collaboration, Compliance, and Professional Responsibilities

- Participate in student-support, problem-solving, attendance, special education, Section 504, threat-assessment, and crisis-response meetings as appropriate to the position and within the employee's scope of practice.
- Collaborate with district staff to promote trauma-informed, culturally responsive, and family-centered practices.
- Maintain current knowledge of community resources, relevant state and federal requirements, district policies, and ethical obligations applicable to school social work and family liaison services.
- Attend district director meetings, staff meetings, professional development, and Board of Education meetings as requested; prepare reports or updates for the Superintendent as assigned.
- Participate in relevant professional learning, including child protection, crisis response, trauma-informed practices, McKinney-Vento, attendance intervention, and school-based mental-health services.
- Perform other duties as assigned by the Superintendent.

Qualifications

Education:

- Bachelors Degree in social work required and a Master's degree is preferred.
- Colorado Department of Education Special Services Provider (SSP) license with a School Social Worker endorsement required, or eligibility for appropriate Colorado authorization and a plan to obtain full licensure, subject to district approval.
- Colorado Department of Regulatory Agencies (DORA) social-work licensure, including Licensed Social Worker (LSW) or Licensed Clinical Social Worker (LCSW), preferred.

Experience:

- Minimum three (3) years of experience in social work, school-based mental-health services, family engagement, case management, or a closely related field preferred.
- Experience working with children, adolescents, and families in a school, community, clinical, or human-services setting preferred.
- Experience with crisis response, child protection reporting, attendance intervention, community-resource coordination, and McKinney-Vento services preferred.
- Experience working in a rural school district and with diverse student and family needs preferred.

Knowledge, Skills, and Abilities:

- Knowledge of child and adolescent development, family systems, trauma-informed practices, community-resource navigation, and case-management principles.
- Knowledge of mandated-reporting responsibilities, confidentiality requirements, FERPA, professional ethical standards, and procedures for responding to student safety concerns.
- Knowledge of McKinney-Vento requirements and practices for removing barriers to enrollment, attendance, and full participation for students experiencing homelessness.

- Ability to conduct sensitive family outreach and home visits professionally, respectfully, and safely.
- Ability to establish trusting, culturally responsive relationships with students, families, staff, and community partners while maintaining appropriate professional boundaries.
- Ability to assess needs, coordinate referrals, document services, manage multiple priorities, and follow through on student and family support plans.
- Strong verbal and written communication, collaboration, organization, and problem-solving skills.
- Ability to use Google Workspace, student-information systems, electronic recordkeeping systems, and other district technology.
- Ability to maintain a valid driver's license, reliable transportation, and insurability under district policy for travel to home visits, community agencies, trainings, and district locations.
- Bilingual English/Spanish skills are preferred.

Physical Requirements and Work Environment

- Work is performed in school buildings, offices, community settings, and family homes; local travel between district facilities and to community agencies is required.
- Ability to remain in a stationary position for extended periods; frequent computer and telephone use is required.
- Ability to communicate effectively with students, families, staff, and community partners in person, by telephone, and electronically.
- Ability to move throughout school buildings and community settings and to transport or carry materials weighing up to 25 pounds.
- Occasional early morning, evening, or weekend hours may be required for family meetings, crisis response, home visits, community events, trainings, or Board of Education meetings.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The Superintendent reserves the right to modify, add, or remove duties as necessary.

Adopted by Board of Education: Date: