

SOCIAL WORKER

Purpose Statement

The job of Social Worker was established 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 and conveying information regarding school and/or district activities, procedures and referring families to other agencies.

This job reports to Director of Special Education

Essential Functions

- Assesses student and family needs (e.g. financial, medical, parenting skills, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
- Coordinates workshops for parents and/or students (e.g. parenting skills, community resources, district programs, social skills development, etc) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and district, and supporting the child's educational program.
- Furthers personal education via staff development, college courses, etc for the purpose of staying current with latest and best practices, and learning new theories and technology.
- Maintains case records for the purpose of documenting activities and complying with district/state/federal regulations.
- Maintains confidentiality for the purpose of protection of students, staff, parents, and the district.
- Mediates conflicts between parents, teachers and/or students (e.g. parent/teacher, parent/parent, parent/student, etc.) for the purpose of resolving issues that could impede student's success.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Provides counseling to individuals, families, and/or groups as indicated on IEP for the purpose of meeting biopsychosocial needs to aid student learning.
- Responds to all inquiries for the purpose of providing information on district support services and/or educational programs.
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

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: applying assessment instruments; operating standard office equipment; planning and managing projects; 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: age appropriate activities; health standards and hazards; pertinent codes, policies, regulations and/or laws; stages of child development; keyboarding; accounting/bookkeeping principles; and standard office software.

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; analyze 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: communicating with diverse groups; establishing effective relationships; maintaining confidentiality; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and 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: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience Job related experience within specialized field is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Required

Certificates & Licenses

Licensure by Wyoming Mental Health Board; or maintains Professional Teaching Standards Board certification with proper endorsement(s)

Continuing Educ. / Training

Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

02/06/2004

Salary Grade