

Social Worker

Purpose Statement

The social worker will be a link between the home, school, and community by providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success. They will assist students and their families with academic learning by finding strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process.

Essential Functions

- ✓ Serves as liaison with community agencies and assists in fostering communication between schools, parents/guardians, and community providers.
- ✓ Locates and mobilizes a continuum of community resources to support the educational program.
- ✓ Serves as a liaison between families and the school to promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting.
- ✓ Participates as a member of CFT and other school teams to develop interventions for promoting students' academic success.
- ✓ Conducts home visits related to establishing communication and positive connections between the parent/guardian and school setting around identified issues.
- ✓ Serves on both school-based and system-wide committees to address educational issues, adjustment problems, safety issues, and program development for students.
- ✓ Provides support when responding to crisis and threat assessment processes.
- ✓ Provides staff consultation on behavioral-emotional-environmental issues affecting student participation in the learning process.
- ✓ Conducts district wide staff development on issues related to social-emotional-environmental factors that impact learning.
- ✓ Conducts psycho-educational social skills groups on identified areas of concern for parents and provides family and parent support programs.
- ✓ Identifies cultural, ethnic, financial, physical, and emotional challenges and provide support to alleviate barriers.
- ✓ Analyzes policies, programs, and regulations in order to consult and collaborate with school and district staff on current social/legal issues.
- ✓ Secures funding via grants, fundraisers, public/private donations, in order to enhance services and resources for students and families.
- ✓ Plans and executes family activities/events that foster home and school connections.
- ✓ Provides social work case management for students and families.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Bilingual/Biliterate Spanish fluency is preferred to provide parents/guardians with in-the-moment information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and program evaluation and assessment techniques.

KNOWLEDGE is required to 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: pertinent laws, codes, policies, and/or regulations.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use 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 a variety of standardized 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 moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 25% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Master's degree in Social Work

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

MSW

Clearances

IVP Fingerprint Clearance Card
Required, Measles/Rubella
Immunity/Vaccination Valid form I-9

FLSA Status

Exempt

Approval Date

Salary Grade

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