

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

SCHOOL SOCIAL WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in social work or related area from an accredited educational institution.
- (2) Master's degree from an accredited educational institution preferred.
- (3) Valid Florida Certification in Social Work; or eligible for Certification in Social Work; or state licensed as licensed clinical social worker.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of child development, mental health issues and family dynamics. Knowledge of available services and how to access them. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Ability to work cooperatively with others. Ability to interview, assess and evaluate. Ability to organize and manage time. Ability to use student database.

REPORTS TO:

Director of Student Services

JOB GOAL

To implement and coordinate a variety of services to students who are referred to assist in the prevention and remediation in attendance, behavior, health, and mental health.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Participate in the planning, implementation, and evaluation of assigned program.
- *(2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- *(3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
- *(4) Complete and submit Medicaid forms for eligible students.
- *(5) Develop guides and other support materials needed by assigned programs or service area.
- *(6) Develop or assist in the development of grants or proposals related to assignment.
- *(7) Develop partnership agreements with parents.
- *(8) Make home visits and maintain accurate written documentation of ongoing interactions.
- *(9) Collaborate with parents, teachers, principals and other school personnel regarding student needs.
- *(10) Demonstrate initiative in the performance of assigned responsibilities.

SCHOOL SOCIAL WORKER (Continued)

Inter/Intra-Agency Communication and Delivery

- * (11) Serve as liaison to outside agencies related to assigned programs or services.
- * (12) Meet with community agencies and organizations to solicit resources for children and their families.
- * (13) Provide casework services and make referrals to existing community resources and provide follow-up services.
- * (14) Exercise a service orientation when working with others.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Serve on district committees as assigned or appropriate.
- * (18) Use effective, positive interpersonal communication skills.
- * (19) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (20) Maintain expertise in assigned areas to fulfill position goals and objectives.
- * (21) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (22) Participate in cross-training activities as required.

Systemic Functions

- * (23) Recommend improvements for policies or procedures related to assignment.
- * (24) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (25) Follow federal and state laws, as well as School Board policies.
- * (26) Represent the district in a positive and professional manner.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Ensure adherence to good safety standards.
- * (29) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

Leadership and Strategic Orientation

- * (30) Participate in cooperative long-range planning with departments and schools.
- * (31) Assist in implementing the district's goals and strategic commitment.
- * (32) Exercise proactive leadership in promoting the vision and mission of the district.
- * (33) Set high standards and expectations and promote professional growth for self and others.
- * (34) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (35) Maintain confidentiality regarding school/workplace matters.
- * (36) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (39) Perform other tasks consistent with the goals and objectives of this position.
- * (40) Perform other duties assigned by supervisor.

*Essential Performance Responsibilities

SCHOOL SOCIAL WORKER (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Professional Technical Grade D 196 days contract (10 month)
FLSA Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.