

Adopted: August 10, 2017

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: SCHOOL SOCIAL WORKER

Job Purpose Statement/s:

Under administrative supervision, works directly with children who may be experiencing problems with school attendance and performance, family interactions, social and emotional problems and school community relations that interfere with the student's learning.

Essential Job Functions:

- Provide services to children, teachers, administrators, parents, and community agencies through a variety of special programs, school based social emotional learning curriculum, workshops on themes related to school needs, etc.
- Provide intense social/mental health therapy with targeted case management to students and families
- Provide psychosocial assessment and diagnosis of behavioral disabilities with recommendation and/or environmental manipulation at the school, home and/or community level with periodic reevaluation
- Participate in case conferences involving cooperation with other mental health workers, school personnel and community agencies
- Collaborate with other school personnel in evaluating the student's total situation and in developing appropriate plans
- Attend student focused meetings such as Individualized Education Plan (IEP) meetings, 504 meetings, and parent conferences
- Make appropriate referrals of families to public or private community resources for assistance and works cooperatively with them
- Serve as a source of information for school personnel concerning community resources such as educational, recreational, protective, and therapeutic services available for children and their families
- Act as liaison and collaborate between students, other district staff, parents, foster parents, group home personnel, community agencies, county probation departments and the Department of Social Services
- Assist in planning and facilitating district school community workshops for employees and the community
- Provide in-service training for students regarding personal, interpersonal, and social problems

- Maintain appropriate case records and complete/submit a variety of forms, evaluations, and program
- Attend professional meetings such as staff meetings and professional development
- Provides field supervision for School Social Worker Interns.

Other Job Functions:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirement-Qualifications

- **Knowledge and/or Abilities Required:** Knowledge of the effect of social, cultural, ethnic and emotional forces in children which affect the learning process; knowledge of counseling, therapeutic, and educational services for pupils and families; knowledge of the fundamental principles and accepted practices, current trends, literature and research related to social work in schools; knowledge of applicable laws, codes, regulations, policies and procedures; ability to plan, organize, prioritize and manage time; ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group; ability to establish and maintain cooperative and effective working relationships with others; possess a positive attitude towards students, learning and teaching. Ability to manage, oversee and instruct School Social Worker Interns.
- **Physical Characteristics:** (with or without the use of aids; consideration will be given to reasonable accommodation) Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car. Work in an indoor and outdoor environment; continuous contact with staff, students, and the public; drive a vehicle to conduct work.
- **Experience Required:** At least two (2) years of experience working as a Social Worker. Preferred experience working with foster youth, probation, Child Protective Services (CPS), Foster Family Agencies, group homes and/or Licensed Children's Institutions (LCIs) and Homeless population.
- **Education Required:** Possession of a Master's degree in social work or related field.
- **Licenses, Certifications, Bonding and/or Testing Required:** Possession of a valid California Credential, or equivalent, which authorizes Pupil Personnel Services as a School Social Worker. California Clinical Social Worker License
Valid California Driver's License
DOJ Fingerprint Clearance