

## **Social Worker**

*Reports to: Director of Special Services*

### **Qualifications**

Education: Masters Degree preferred.

Experience: Three years experience in the social work field.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Counsel with parents towards improving home situations whereby more favorable conditions will be attained in regard to schoolwork, behavior, attendance and interest.
2. Make home visits for the purpose of gathering helpful information on a student's background and working directly with parents.
3. Serve as liaison between the school and outside agencies such as the Division of Family Services (DFS) and Juvenile Court, as well as psychological and substance abuse counselors, physicians and other professionals.
4. Perform casework service with parents as an integral part of the task of helping students: to increase parent's understanding, for their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources.
5. Help families make appropriate social agency contacts, when needed.
6. Serve on school team as liaison between home and school when considerable follow-up is necessary for DFS and Department of Mental Health (DMH) cases, foster home and disadvantaged students.
7. Consult and collaborates with other school personnel in gathering and giving information on a case and establishing and planning for respective roles in the modification of a students behavior and necessary related services.
8. Assist students directly to facilitate adjustments to school.

Social Worker (cont.)

9. Maintain records and files and makes such reports as requested by supervisory or administrative personnel.
10. Perform services as requested by supervisory and administrative personnel.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment.

### **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Director of Special Services. The Social Worker will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Director of Special Services.

### **Type of Position**

10 months, Exempt

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