

## Job Description

### **Title: School Social Worker**

**Reports to:** Designated Administrator

**General Summary:** Serve as a liaison between the school and home or agencies concerned with student welfare, to promote a working relationship of trust and mutual respect. Assist building problem solving teams in the support of students at-risk of school failure to maximize student success in school.

### **Essential Functions:**

- 30% Maintains ongoing parent, teacher and principal communication to the extent appropriate for each student's program.
- 20% Provide guidance, support and counseling for students and their parent(s) who are: drop outs from school, chronically absent or tardy, expelled from school, continual discipline problems in school, at-risk of or currently using drugs or alcohol, and/or adjudicated delinquent.
- 15% Serve as a school liaison to public and private health/human service agencies, police agencies, and court systems, regarding students under jurisdiction and facilitating the flow of information to and from the school district.
- 10% Provide brief, solution focused counseling for individual students or groups of students with similar needs in effort to maintain their placement in their home school, to include drug/alcohol counseling.
- 8% Team with parents and building level problem solving team to coordinate a reintegration program to support student reintegration to home school from the at-risk program or an out of district placement.
- 6% Maintain appropriate documentation on all individual and group counseling sessions, updates on students progress toward achieve their program goals, notification to parents regarding attendance issues, and summary reports of services provided to students.
- 3% Establish and participate in parent education activities that support the student's overall program as directed.
- 3% Provides in-service to staff regarding working with at-risk youth, as directed by the designated Administrator.
- 3% Coordinate student mentoring program.
- 2% Perform other duties as assigned by the designated Administrator.

### **Qualifications:**

1. Educational Level: Bachelors Degree in Social Work, Psychology, Criminal Justice, or Education. Masters in Social Work preferred.
2. Certification or Licensure: State of NE certification by the Department of Health & Human Services required. (i.e. Licensed Mental Health Practitioner Certification or Certified Drug/alcohol counselor)
3. Experience desired: At least two years experience working with at-risk adolescence and their families. Experience counseling adolescence with drug/alcohol issues.
4. Other requirements: Knowledge of school and community resources, ability to represent the school district in court action related to student attendance, behavior, and/or welfare, intervention skills in crisis situation (child abuse, suicide, custody disputes, etc.), and social skills programs.

**Special Requirements:**

	Occasional 1-32%	Frequent 33-66%	Content 67%+
1. Standing .....		X	
2. Walking .....			X
3. Sitting .....		X	
4. Lifting <u>50</u> lb. max. ....		X	
5. Carrying <u>40</u> feet.....	X		
6. Pushing/pulling.....		X	
7. Climbing/balancing .....		X	
8. Stooping/Kneeling/Crouching/Crawling .....		X	
9. Reaching/Handling.....		X	
10. Speaking hearing .....			X
11. Seeing/depth perception/color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_