

# HANFORD JOINT UNION HIGH SCHOOL DISTRICT

## Position Description

### School Social Worker

#### **GENERAL SUMMARY**

Under the direction of the Director of Special Programs, effectively perform a variety of social services case management functions involved in identifying, assessing, and counseling a diverse range of students and families; accountable for improving student achievement through the effective operation of an assigned area; develop referral plans; provide intervention as needed; participate in the development of programs aimed at improving attendance and academic achievement to assist students to achieve their personal best and to stay in school on target to graduate, help students resolve such personal, emotional, and social problems as they interfere with adjustment to school and capacity to enjoy the fullest benefits of the education offered them.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Perform a variety of social work, services including assessment, developing referral plans, counseling students and families, providing intervention and counseling to a diverse range of students and families.

Prepare and maintain a variety of accurate narrative and statistical reports; submit to the district personnel as required.

Identify problems, develop interventions, organize and implement programs in order to address truancy, poor school performance, suspension/expulsion, transiency and retention; assist students to demonstrate the character and competencies for workplace success and to stay in school on target to graduate.

Counsel a diverse range of individual students, parents, and families to assist students to achieve their personal best; provide follow up case management services to students and families by maintaining regular telephone or personal contact with families concerning identified problems; strongly encourage and welcome valuable contributions of our families.

Effectively provide crisis intervention to families and students in regards to suicide and homicide threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, assaults, suicide threats, bullying and other issues and provide follow up case management services attendance to assist students to achieve their personal best and to stay in school on target to graduate.

Prepare accurate and timely case studies for referrals to psychologists, school nurses, law enforcement, and other agencies; make referral to outside agencies to provide students access to high quality-options and a variety of activities.

Assist students in the transition process between high school and those returning from alternative placements.

Coordinate, establish collaborative relationships and enhance communication between school, families, community agencies and students; participate in identifying and resolving school issues involving attendance; consult with teachers to encourage open communication with students; actively participate in identifying community problems and developing needed community services.

Participation in and coordination of staff development programs for professional, paraprofessional, classified and certificated school staff.

Supervise MSW/PPS interns placed in the District.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Principles and procedures related to personal and emotional counseling techniques.

Provide counseling services to assigned students. Identify student needs.

Student assistance programs and community referral resources.

Establish and maintain cooperative and effective working relationships with a diverse range of people, using tact, patience, and courtesy in a manner that reflects positively on the District.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Read, interpret, comprehend, apply, and explain rules, regulations, policies, and procedures.

Communicate orally and in writing, understand, and follow both oral and written directions effectively.

Laws regarding minors and child abuse reporting.

Know applicable sections of the Education code and other laws, rules and regulations related to assigned activities.

Work confidentially with discretion.

Registration procedures.

Demonstrate accurate record-keeping techniques. Prepare and maintain a variety of documents related to students.

Operation of a computer and other office equipment to enter data, maintain records and generate reports.

District organization, operations, policies, objectives and goals.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.

Apply integrity and trust in all situations.

Actively participate in meeting District goals and outcomes.

Maintain communication with community partners who provide services to students.

Communicate services provided by the counseling department to student, teachers, and community.

Bilingual Spanish preferred.

## **WORKING CONDITIONS**

Dexterity of hands and fingers to operate computer to type reports and other materials; bending, reaching to maintain files; lifting light objects; speaking to exchange information and sitting and standing for prolonged periods of time.

Moderate to high stress level.

Driving a vehicle to conduct work.

### **ENVIRONMENTAL CONDITIONS**

Work is predominately in school environment; constant interruptions; contact with dissatisfied individuals.

Temperature – normal climate, occasional adverse weather conditions.

### **CONTACTS**

Daily contact with students, teachers, school and District staff.

Frequent contacts with parents, community members and outside agency personnel.

### **OCCUPATIONAL CERTIFICATES/LICENSES/EXPERIENCE**

Bachelor's degree, including all courses to meet credential requirements.

Holds or is eligible for a Pupil Personnel Services Credential **under School Social Work** issued by the California Commission on Teacher Credentialing.

Master's degree in Social Work preferred.

Must meet requirements of all applicable board policies, state and federal laws.

Valid California driver's license.

Shall have a vehicle for school business use.

First Aid and CPR certification.

### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**BOARD APPROVED: February 28, 2017**