

CLASS TITLE: SOCIAL WORKER

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform a variety of social services functions involved in identifying, assessing and counseling students and families with social and educational problems; develop referral plans, organize and oversee the work of assigned staff engaged in counseling and social work activities; participate in the development of counseling related social services programs.

ESSENTIAL DUTIES:

Perform a variety of social services functions involved in identifying, assessing and counseling students and families with social and educational problems. Attend IEP's and 504 Plan meetings as needed.

Provide guidance and outreach services to families involved in the intake and evaluation process; serve as an assessment team leader; screen assessment referrals and manage the intake case review process; identify pertinent issues and notify staff; drive a vehicle to conduct home visits as needed.

Perform case management functions; assess child and family needs in relation to a broad range of learning issues, medical conditions and emotional conditions; utilize active listening strategies and a variety of therapies appropriate to case needs.

Manage counseling (graduate and post-graduate) interns by providing recruitment, orientation, consultation, supervision and evaluations in accordance with the state of California Board of Behavioral Sciences regulations.

Develop, review and implement program policies and procedures; interpret, apply and explain laws, rules, regulations and policies to staff, the public and outside agencies.

Provide consultation to teachers, District staff, parents and administration to improve student school adjustment and success at school; review daily counseling reports prepared by staff; support the process of case study evaluations; conduct weekly meetings with assigned staff.

Serve as a liaison between schools and outside community organizations and agencies; participate in the development of community resources for various programs; communicate with local groups to develop working relationships.

Make referrals to social service and governmental agencies, individual therapists and other community resources as appropriate.

Communicate with District personnel, school staff, parents, students, and public agencies regarding student assessment, placement, referrals, services and related issues and to coordinate activities. Prepare and maintain a variety of records and files related to assigned activities; compile data and prepare and direct the preparation of a variety of complex correspondence and required reports related to assigned activities; maintain confidentiality of sensitive information.

Lead coordination of interventions including all district counseling services, mentoring services and behavioral support interventions.

Participate in multi-disciplinary team meetings (i.e. – Response to Intervention (RtI), Student Study Team (SST) meetings, etc.): including assessment and evaluations, service plans and/or treatment plans.

Coordinate facilities use and equipment needs with administration and staff; inventory supplies and equipment; prepare purchase requests for supplies and equipment such as toys and books.

Attend and participate in various meetings, conferences and seminars to maintain current knowledge of community resources and recent trends in counseling techniques; prepare and deliver oral presentations; provide in-service workshops for District staff regarding a variety of topics related to counseling activities.

Operate a variety of office equipment including a computer, fax machine and copier.

Provide crisis intervention counseling for students, parents and staff as needed.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective personal and academic counseling therapies, techniques and procedures.

Counseling theory, ethics and related legal confidentiality requirements.

Principles of training and providing work direction.

Principles of mental health education.

Applicable laws, codes, rules and regulations related to assigned activities.

Principles of child growth and development and developmental behavior characteristics.

Behavior modification techniques and strategies.

Crisis management techniques.

Record-keeping techniques and report preparation techniques.

Community referral resources and student assistance programs.

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

Specialized functions, activities and operations of an assigned student services area.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Child abuse reporting procedures.

Public speaking techniques.

Oral and written communication skills.

Bilingual/Bicultural skills highly desired.

ABILITY TO:

Perform a variety of special services functions involved in identifying, assessing and counseling students and families with social and educational problems.

Plan, organize and oversee the work of assigned staff engaged in counseling and social work activities.

Make referrals to available community resources and social service agencies as appropriate.

Plan, prepare and conduct individual assessment and counseling sessions.

Develop, review and implement program policies and procedures.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain current knowledge of community resources and recent trends in counseling techniques.

Develop individual goals and treatment plans for students.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Work confidentially with discretion.

Establish and maintain records related to assigned counseling activities.

Meet schedules and time lines.

Plan and organize work.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer.

Promote understanding of factors that affect cultural and diverse populations and advocate for student and population needs.

Skills in developing and facilitating committees and teams and participating effectively in a team.

EDUCATION AND EXPERIENCE:

Possession of a Master's Degree from an accredited school preferably in social work.

Familiarity with special education, juvenile justice and social services systems.

Demonstrated experience with Pre-school through grade 8 and at-risk youth and families.

LICENSES AND OTHER REQUIREMENTS

Valid California Pupil Personnel Services (PPS) Credential in Social Work OR

Valid Clinical Social Worker or Family Marriage Therapist License AND Valid California PPS Credential in School Counseling, School Psychology, or School Child Welfare and Attendance.

Valid California Driver License.

WORKING CONDITIONS:

ENVIRONMENT:

Office/School environment.

Visits to homes of students/families.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials and observe student behavior.

Walking around for 35 minute periods daily.

Ability to concentrate and remain focused and calm under stressful situations.

HAZARDS:

Potential for contact with dissatisfied or abusive individuals.

Frequent interaction with individuals in personal or other emotional distress.

**TERMS OF
EMPLOYMENT:**

Salary and terms of employment are described in the Agreement between Sunnyvale School District and Sunnyvale Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and Sunnyvale Education Association.