**Job Title: Social Worker** **Exemption Status/Test:**

**Reports to: School Health and Safety Coordinator** **Date Revised: 11/16/2022**

**Dept./School: District Office**

# Primary Purpose:

*Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustments to school and their ability to enjoy the benefits of the educational process. Function as part of the pupil services team to formulate plans with the school, student, and parents.*

# Qualifications:

Education/Certification:

Bachelor’s degree in social work

Valid Tennessee Social Work License

Valid School Service Personnel License

**Special Knowledge/Skills:**

Knowledge of individual and group counseling skills

Knowledge and skill in casework methods

Strong consultation skills for conferencing with teachers, parents, and students

Knowledge of prevention and intervention strategies, including behavior management interventions

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

**Experience:**

3-5 years’ experience in social work

**Major Responsibilities and Duties:**

**Social Work**

1. Conduct individual and group counseling sessions to encourage peer support and enhance social development of students including developing the ability to accept responsibility for their actions, resolve conflicts, develop decision-making skills, and handle crises. Work with students to improve attendance.
2. Perform casework service with parents to increase the parents’ understanding, their constructive participation in resolving their child’s problems and their knowledge and use of available and appropriate resources.
3. Provide crisis support and counseling to students, parents, and school staff.
4. Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate.

**Assessment**

1. Identify and explore causes of students’ dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
2. Assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

**Consultation**

1. Work with school personnel to help students explore alternative education programs and career counseling.
2. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
3. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
4. Consult with parents regarding their children’s academic performance, behavior, and needs.
5. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

**Program Management**

1. Develop and maintain effective individual and group relationships with students and parents.
2. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
3. Compile, maintain, and file all reports, records, and other required documents
4. Comply with federal and state laws, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.

**Other**

1. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

May supervise persons completing practicum or internship through a college or university program.

# Mental Demands/Physical Demands/Environmental Factors:

# Physical Demands- *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 the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hand to see objects with tools or control, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Family Resource Centers, Early Learning Centers, and other community hubs where much of the case work takes place, host a variety of activities by a variety of providers and are located in communities that serve families with low income.*

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (under r15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

**Environment:** Work inside, regular district wide travel to student homes

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date