



## Posen-Robbins School District 143 ½

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### **JOB DESCRIPTION**

#### **TITLE: SOCIAL WORKER**

##### **PURPOSE STATEMENT**

The position of School Social Worker has been established for the purposes of providing consultation for district students, staff, and parents regarding problems that interfere with the student's adjustment within the educational environment.

##### **REPORTS TO**

Assistant Superintendent of Student Services

##### **ESSENTIAL FUNCTIONS**

- Completes case study evaluation components as required: Social Developmental and Medical History as part of the case study evaluation process. Administers and scores Adaptive Behavior Scale as needed. Write reports including corresponding domain section in the student's Individual Education Plan.
- Meets IEP mandates for school social work services.
- Consults with classroom teachers to help them better understand and work with particular students or manage particular classes of students.
- Assists school professionals and families in identifying and accessing community resources.
- Provides short-term and long-term individual casework services to students.
- Serves as a liaison between schools, families, and community agencies.
- Participates in eligibility determination meetings and case conferences with other school specialists such as school guidance counselors, school psychologists, school nurses, etc.
- Develops and updates social work related policies to address needs that may arise within the district.
- Handles child abuse and neglect referrals including assessing, reporting and filing DCFS reporting forms.
- Participates in the identification and solution of school problems in collaboration with a multidisciplinary team.
- Attends to crisis situations such as suicide, homicide, death, and other traumatic situations.
- Practices professional renewal through a variety of means such as attending regional and national conferences, participating in professional school social work organizations, and contributing literature to the field of school social work and education.
- Organizes and/or participates in in-service training programs.
- Maintains and updates a district social service directory.
- Establishes a system to receive referrals from school personnel and informs school personnel of school social work services.
- Demonstrate support for the Mission, Beliefs, and Goals of the Posen-Robbins School District.

### **JOB RESPONSIBILITIES**

School social work priorities are (with the first items given highest priority descending in order to lesser priority):

- Emergency / crisis intervention
- Mandates (special education students, child abuse and neglect)
- Teaming
- Consultation
- Referral to outside agencies
- Program development
- Liaison work
- Staff in-service
- Classroom intervention
- Group work with parents or students
- Individual counseling with parents or students

### **JOB REQUIREMENTS: (MINIMUM QUALIFICATIONS)**

- Valid Illinois Type 73 Certificate (School Service Personnel), license, or other legal credential required.
- Degree in social work.
- Prior skills and experience as requested by the Assistant Superintendent of Student Services.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily.
- The requirements listed are representative of the knowledge, skill, ability, physical demands, and working conditions required of this position.

### **TERMS OF EMPLOYMENT**

Salary and work year as established by the Board of Education.