

Job Code 01G  
FLSA Exempt  
Revised: 01/20

## **SOCIAL WORKER**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- Master's degree of Social Work or equivalent professional social work degree from an accredited graduate school of social work
- One (1) year of field instruction (student internship) in a school system, or one (1) year of employment as a school social worker, or one (1) year of individual and group work with children and families
- Arizona Department of Education Social Worker Certificate

#### **B. DESIRED**

- Prior experience working with elementary, middle or high school students
- Prior experience with community collaborations
- Strong knowledge of community resources
- Prior supervisory experience
- Prior experience with program development
- Bilingual skills in English/Spanish

### **SUMMARY**

The Social Worker's primary role is to work with students, parents and related social service agencies to help Amphi students achieve academic success. Counsels students and serves as the students' advocate. Additional functions include that of consultant, resource person and community liaison. The Social Worker is competent in the areas of social work, counseling and consultation. He/she demonstrates the ability to use counseling theory and conducts himself/herself in accordance with district and school policies. He/she possesses comprehensive knowledge of the community's social service agencies.

Reports to: Executive Director of Student Services or appropriate administrator

### **ESSENTIAL FUNCTIONS**

- Aids children having difficulty in adapting to school life and assists when individualized professional help is appropriate
- Counsels children whose behavior or school progress indicates the need for individual guidance
- Consults with parents, teachers and other school personnel in determining causes of problems and effects solutions
- Arranges for medical, psychiatric or other examinations to disclose causes of difficulties and to coordinate remedial measures
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century

#### **A. CONSULTATION**

- Clarifies social and counseling services that are available through the school and the community
- Acts as a resource person for the growth and development of students

## **ESSENTIAL FUNCTIONS (continued)**

- Assists parents with developing realistic perceptions of their children's aptitudes, abilities, interests, attitudes and development in terms of educational and occupational planning and social progress
- Shares appropriate information with staff members, while maintaining confidentiality
- Participates in staff meetings and case conferences
- Identifies pupils with special needs and makes appropriate referrals
- Assists teachers with gathering materials and planning activities for classroom guidance
- Recommends changes of class(es) or school, special tutoring, or other treatment to effect a remedy
- Serves as a liaison between school and community resources, such as family service agencies, child guidance clinics, protective services, doctors and ministers
- Serves as a consultant to school personnel in respect to children or situations which are not referred for direct service

## **B. GUIDANCE**

- Conducts family background profiles to illustrate social service needs
- Heads a guidance activity with a small group of students identified as being in need of social services
- Works with individual students in the area of guidance
- Articulates services available between the community's social service agencies and the school

## **C. EVALUATION**

- Evaluates school social worker programs, using data retrieved from placements and/or agency referrals
- Performs related duties as assigned

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to multi-task
- Ability to communicate clearly, both verbally and in writing
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to communicate with district personnel of all levels
- Ability to independently with limited supervision and as part of a team