

Elkhart Community Schools

Position Description

Position Title:	Social Worker	
Qualifications:	Required: Must possess a Master's Degree in Social Work (MSW). Desired: Successful experience in social work or education; knowledge of private and public social agencies. Fluency in Spanish is desired.	
Department:	Building Principal	
Reports to:	Assistant Superintendant of Student Services	
Prepared by:	Cheryl Waggoner/Anthony England	Date: December 8, 2017
Approved by:	W. Douglas Thorne	Date: December 8, 2017

SUMMARY: To provide a system of supportive services within the school community for the purpose of understanding children who are having difficulties in utilizing the resources of the school and helping to create a climate that encourages all children to participate effectively in the educational process, and to strengthen families in order that their children may better benefit from the education provided them.

Essential Duties (other duties may be assigned):

1. Work with the Assistant Superintendant of Student Services, principals and staff in resolving problems of individual students.
2. Receive referrals from the Assistant Superintendant of Student Services, attendance officer, principals, guidance counselors, psychologists, nurses, teachers, parents, community agencies, and self-referring students.
3. Develop awareness of students who are at-risk, including potential dropouts, behavior problems, academic failures, runaways, chemically dependent, pregnant, depressed, attendance problems, etc.
4. Diagnose and evaluate the problem following referral through interview with student and conference with parents or guardian. Make recommendations to students and parents/guardian.
5. Make home visitations to foster relationships, resolve concerns, accumulate data, and promote communication between home, school, and/or community resources.
6. Work with families to help facilitate communication, involvement, and support within the family.
7. Initiate referrals and provide feedback to referral sources on recommendations.
8. Provide counseling services to students and parents when desired or requested by individuals or groups.
9. Be available at times of crisis to any individual, family, or school.
10. Participate in case conferences/staffing as appropriate.
11. Serve as liaison between student, home, school, and community resources.
12. Assist in providing school reports requested by the community agencies.
13. Maintain personal records to render the best possible service to students, parents and staff.
14. Provide follow-up support to students returning to their schools from treatment programs, detention and correction schools.
15. Participate in in-service training planned by the department to provide for growth and stimulation of the social work staff.
16. Attend conferences, workshops and professional meetings, when feasible, to keep informed of the most effective programs in the delivery of social work services.
17. Plan, develop and recommend ideas to the principal and school staff to meet anticipated needs of students with emotional or social difficulties.
18. Work cooperatively with all persons with whom he or she comes in contact, both within the school family and in the community at large.
19. Serve as resource person for classroom programs and for the development of workshops and seminars for parents and school staff.
20. Performs other duties and assignments as assigned by the Principal and/or the Assistant Superintendant of Student Services.

Terms of Employment: Salary according to Board Policy GDBA-9; Fringe benefits as per Board Policy.

Education and/or Experience: Required: Must possess a Master's Degree in Social Work (MSW). Desired: Successful experience in social work or education; knowledge of private and public social agencies. Fluency in Spanish is desired.

Evaluation Process: The social worker will be evaluated in accordance with Board Policies.

Supervisory Responsibilities: Supervise students.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public.

Mathematics Skills: Ability to apply basic mathematical concepts and operations involving addition, subtraction, multiplication, division of whole numbers, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and to develop social histories of students needing services.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to social work program; ability to plan and implement social work services based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.