



Licensed Social Worker - Harrisburg S D

Job Description

JOB INFORMATION

Title: Licensed Social Worker - Harrisburg S D

FLSA:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Group:	Professional	
Shift:	Day	
LastEditedOn:	2/2/2018 9:58:53 AM	
LastApprovedOn:	1/1/1900 12:00:00 AM	

Locations: ☒ Building ☐ Central Office

ORGANIZATION

County: Dauphin
Entity: Harrisburg S D
Department: Student Services
Reports To: Student Services Supervisor

JOB SUMMARY

To support the needs of the student population and facilitate their academic achievement, regular attendance and access to appropriate education and services.

Essential Functions

Essential Functions	% TIME
Acts as a licensed resource to school-based administrators, guidance counselors, teachers, social services and health services personnel regarding students. Interprets and provides guidance on student needs including attendance, personal and family matters, academics, policies and laws and recordkeeping requirements relating to students. Conducts training for school staff on laws relating to the student population and recommends strategies for supporting the needs of these students.	30%
Implements case management services (including individual and group counseling). Monitors student and family progress and status and makes visits to living areas/shelters to assess the family environment. Collaborates with school staff to develop interventions for students and develops individualized service plans. Makes referrals to other professional staff members and community agencies as needed.	30%
Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating about available services.	15%
Serves as a licensed liaison between schools and agencies and facilities such as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.	15%
Maintains current knowledge of all legal requirements for providing services to students identified through professional development and review of updates and information provided through the state and federal Departments of Education. Monitors compliance with all laws, regulations, guidelines, District policy and procedures related to students identified as homeless.	10%

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>
Bachelors Degree		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
3-5 years	in relevant work experience	X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>
	Social Worker	X	

Driver's License

X Valid Driver's License Required

TRAVEL REQUIREMENTS

<i>Est. Amount</i>	<i>Brief Description</i>
30%	

Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

- ☒ Occasionally gives instructions and/or directions to other department employees.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.

Cognitive Ability

- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

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.

Standard ADA Settings

<i>Standard ADA Selection</i>	X Office Classroom Other(to include Physically Demanding Positions)
<i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i>	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking		X			
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:		X			
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- ☒ Typical Office Environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Typical classroom environment