

SCHOOL DISTRICT OF ST. JOHNS COUNTY

SOCIAL WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) A master's or higher degree with a graduate major in social work that includes three hundred (300) hours or more of field placement in a K-12 school setting from a program accredited by the National Council on Social Work Education or accredited in accordance with the provisions of Rule 6A-4.003, F.A.C., or
- (2) A master's or higher degree with a graduate major in social work that includes three hundred (300) hours or more of field placement with diverse individuals in a community setting other than a prekindergarten, an elementary, or a secondary school.
- (3) If the individual is licensed, they need to hold a license in Social Work, Licensed Clinical Social Worker -LCSW
- (4) Previous experience working with families.
- (5) Multi-cultural experience preferred.
- (6) Current technology skills preferred.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of community service agencies, social work, mental health, and case management skills. Ability to establish working relationships with staff, parents, guardians, and community members. Ability to work independently and make decisions with supervision. Ability to work and communicate with people from various multicultural backgrounds and socio-economic levels. Ability to handle information sensitively and confidentially. Knowledge of current basic computer skills, including electronic mail, internet access, and word processing skills. Ability to plan, organize, and establish priorities related to assignments. Ability to multitask. Ability to work cooperatively with others professionally and courteously. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Director, Student Services

JOB GOAL

Provide effective and comprehensive social work services to all referred public school students in grade PreK-12. Services as determined appropriate are also available to families of referred students. Provide each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide appropriate case management services to identified families in need.
- * (2) Be knowledgeable of community and agency resources and link family and students appropriately.
- * (3) Provide appropriate counseling services to identified students at risk.
- * (4) Be knowledgeable of an assist schools in the MTSS process and participate in meetings as needed.
- * (5) Consult with parents, guardians, teachers and other school personnel to problem-solve specific student issues.
- * (6) Provide crisis intervention to families and students as needed.
- * (7) Act as a reporting agent for suspected child abuse and/or neglect.
- * (8) Participate in staffing to share information as necessary.
- * (9) Provide training for school staff and parents on risk factors for mental health concerns.
- * (10) Assist with the development and implementation of a school-wide Mental Health Service Delivery Plan.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.

Expectations of All Employees

- * (12) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (13) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (14) Ensure adherence to good safety standards.
- * (15) Maintain confidentiality regarding school/workplace matters.
- * (16) Model and maintain high ethical standards.
- * (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Professional Growth and Improvement

- * (21) Remains knowledgeable of school community resources to appropriately address concerns of referred students and families.
- * (22) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices.

Systemic Functions

- * (23) Represent the school system on multi agency and other district and regional health related committees.

Leadership and Strategic Orientation

- *(24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- *(25) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation Plan
10-month position
7.5 hours per day
Classification: Instructional

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 61131

Pay Grade:

Salary Range:

FLSA STATUS:

BOARD APPROVED: June 2013

REVISED: April 2016

June 2017

May 2025