

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

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| TITLE: | Social Worker |
| REPORTS TO: | Program Supervisor |
| SUPERVISES: | Intern (as appropriate) |
| QUALIFICATIONS: | Masters Degree in Social Work, Illinois Type 73 Certificate in Social Work |
| EVALUATIONS: | Conducted on an annual basis in accordance with Cooperative guidelines |
| TERMS OF EMPLOYMENT: | Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE |

RESPONSIBILITIES:

Achieving Therapeutic Goals

- Provides crisis management services, when applicable
- Conducts Life-Space Interviews with students, when appropriate
- Diffuses student anger
- Facilitates group therapy
- Provides individual therapy
- Supports classroom and interpersonal interactions through classroom-based/unit-based activities

Providing Training/Education

- Assumes responsibility for designing systems of support for students in the program (e.g. Peer Mediation, Peer Counseling, etc.)
- Facilitates and provides in-depth family training

Coordinating Case Management

- Communicates frequently with student families
- Connects students to available resources for future planning
- Works collaboratively with outside agencies and personnel, when appropriate, to assist with meeting student needs
- Initiates, facilitates and monitors Wraparound Planning, when appropriate
- Assists with designing, implementing, monitoring and evaluating functional analyses and behavior plans
- Communicates regularly with team members regarding individual student strengths, needs and educational programming

Staff Roles

- Maintains a safe environment for students and staff
- Therapeutically processes with students, inappropriate behaviors that occur, when students are ready
- Restrains when necessary in accordance with policy and after having been properly trained
- Demonstrates professionalism while setting examples for students
- Obtains and applies knowledge and strategies from the various disciplines which make up the trans-disciplinary team
- Participates in transition planning, when appropriate
- Assists with in-service to district personnel on the needs of students when they are returning to a less restrictive environment
- Acts as a resource for team members regarding mental health, personal development and/or social issues
- Shares knowledge of resources and agencies that provide support services to a specialized population and/or program
- Assists with in-service to district personnel on the needs of students when they are returning to a less restrictive environment
- Participates in transition, when appropriate
- Acts as a resource for team members regarding mental health, personal development and/or social issues
- Shares knowledge of resources and agencies that provide support services to a specialized population and/or program
- Strives to maintain a working knowledge of curriculum and Illinois State Standards

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates professionalism while setting examples for students
- Demonstrates continual assessment of personal and program effectiveness, responds effectively to feedback
- Actively participates in the evaluation process
- Demonstrates flexibility and is adaptable to change
- Uses judgement appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Maintains a clean work area
- Dresses appropriately

Communication Skills

- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position
- Relates in a helpful, positive, and efficient manner with peers, supervisors, and all those in contact with SWCCCASE

Performs other duties as may be assigned by supervisor