GENERAL SUMMARY

Under limited direction, promotes and enhances the overall academic mission by providing services that strengthen home, school and community partnerships and alleviates barriers to learning. Reports to the Executive Director of Instructional Support Services through the Lead Social Worker.

ESSENTIAL FUNCTIONS

Coordinates, implements, and connects to social services resources offered within the District and the community.

Serve as liaison between school, home, and community to enhance students’ personal growth and skill development. Makes referrals for students and parents to appropriate agencies or resources within the school or community. Informs school staff of services and resources for students and families available within the District and community.

Uses a variety of techniques or methods to gather information regarding student and/or family needs. Observes students in varied settings and utilizes a variety of measures, both formal and informal, to assess level of need. Assess and identifies students eligible for services under the McKinney Vento Homeless Assistance Act.

Aids administrators, teachers, and staff in planning to meet the needs of students. Provides assessment, recommendation, and services to meet the social, emotional, physical and academic needs of students.

Evaluates students and families to determine their need for school social work or other services. Make recommendations to administration and other school staff based on the assessment of needs that affect the overall success in school.

Adheres to appropriate laws and procedures in handling suspected situations involving child abuse and neglect. Assists school personnel in understanding and following the appropriate laws and procedures for suspected abuse and neglect case.

Develops effective intervention strategies for students based on knowledge and understanding of the student’s behavior and learning styles. Consults with parents on effective intervention strategies.
Assist administration, teachers and school staff to address student attendance concerns. Follow district procedures for implementing attendance interventions based on role at the school level. If appropriate, files appropriate court documents and attends court hearings. Explains laws, policies, and regulations relating to social services to parents, students, and school personnel.

Maintains lists of referral sources in collaboration with the Learning Support Services team. Develop and maintain strong partnership with Learning Support Services staff and other school staff to ensure that the needs of students and families are addressed properly.

Provides crisis intervention services as appropriate and as requested by administrative personnel assigned to the schools.

Maintains and completes social work documentation using Log Entries in PowerSchool for all social work services.

Presents a positive image of Richland School District Two at all times.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, telephone system, etc.

Performs other related duties as required.

**JOB SPECIFICATIONS**

**Education and Experience:**

Master's Degree from an approved social work program (MSW) and licensed or eligible for licensure (LMSW - licensure must be completed within 6 months for continued employment), preferably with at least 3 years of experience in a school setting or in a setting where children are clients; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

**Knowledge:**

Knowledge of best practices in counseling students, parents, staff and lay persons individually and in groups. Working knowledge of the instructional and social needs of at-risk students and students with disabilities. Understanding of community health organization structures and operations. Knowledge of designing and implementing effective in-school prevention programs according to current best practices. Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job, student behavior, conflict resolution, etc. Knowledge of the school and community resources available for assisting with home/school problems. Knowledge of the required records, charts, documents, and related information which must be prepared and maintained as a requirement of the job.

**Skills/Effort:**

Advanced organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with others including students, parents,
community representatives, district staff, and the general public. Ability to administer and monitor various social services activities and programs in compliance with all relevant federal and state regulations and district policies, procedures and standards. Ability to use independent judgment and discretion. Ability to instruct others through explanation, demonstration and practice, and/or make recommendations based on technical disciplines. Ability to complete, process, and maintain all required records, reports, and related information. Ability to operate general office equipment such as a computer, calculator, copier, facsimile machine, etc.

**Working Conditions:**

Office environment with little exposure to environmental/weather conditions. Physical demands are restricted to office work requiring the movement or lifting of items weighing up to twenty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

No direct budgetary or responsibility.

**To Apply:**
Please go to the Richland School District Two website: [www.richland2.org](http://www.richland2.org)

If you have questions or need additional information please contact the Lead Social Worker, Abby Cobb, at acobb@richland2.org.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_______________________________________________________ Date:

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_______________________________________________________ Date:

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_______________________________________________________ Date: