



Social Worker

Job Overview

The job of Social Worker was established for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, State and/or Federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities, procedures and referring families to other agencies.

This job reports to the Student Support Services Coordinator.

Job Functions

- Assesses student and family needs (e.g., financial, medical, parenting skills, etc.) for the purpose of suggesting plans of services to support educational objectives and to assist families in seeking services.
- Coordinates activities with a variety of outside services, agencies, school sites, etc. (e.g., mental health, probation, medical, etc.) for the purpose of providing referrals for families and/or students.
- Coordinates workshops for parents and/or students (e.g., parenting skills, community resources, district programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and District, and supporting child's educational program.
- Maintains case records for the purpose of documenting activities and complying with mandated requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.
- Serves as a liaison in conflicts between parents, teachers and/or students (e.g., parent/teacher, parent/parent, parent/student, etc.) for the purpose of resolving issues that could impede student's success.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective listening; facilitating meetings; interpersonal aptitude; monitoring activities; problem solving; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; age-appropriate activities/behaviors; community resources; and English grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent



problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; and organizing.

Responsibility

Responsibilities include: working under supervision using standardized practices and/or methods. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

EXPERIENCE: Job related experience with increasing levels of responsibility is desired.
EDUCATION: Master's degree in job related area.

<u>REQUIRED TESTING:</u> None Specified	<u>CERTIFICATES & LICENSES:</u> Tennessee Department of Education School Social Worker Certification; Valid Tennessee Driver's License & Evidence of Insurability	<u>FLSA STATUS:</u> Exempt
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<u>CONTINUING EDUCATION / TRAINING:</u> Maintain Licensure	<u>CLEARANCES:</u> Criminal Justice Fingerprint/Background Clearance	<u>SALARY GRADE:</u> Certified
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