

# STOCKTON UNIFIED SCHOOL DISTRICT

## SOCIAL SERVICES CASE MANAGER-CHILD DEVELOPMENT

### DEFINITION

Under the direction of the Administrator of Child Development Programs. The Social Worker shall determine family eligibility, process applications, assign children and follow up to ensure that medical requirements are met. The Social Worker shall work with teachers, parents and children in dealing with child abuse and other special needs and performed related duties as assigned.

**REPRESENTATIVE DUTIES:** *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements including, but not limited to:*

Promote awareness of the program through flyers, news articles and bulletins; for the purpose of recruiting participants. (E)

Describe programs to interested parents. (E)

Initiate and assume responsibility for keeping children's health, social services and pertinent information up-to-date and in compliance with State, Federal and District regulations. (E)

Responsible for referring or working with families of abused children as appropriate. (E)

Work with teachers and parents in assessing special needs of children; refer parents to appropriate community resources; serve as resource person regarding community services available to families. (E)

Make home calls and provide advice to families as necessary. (E)

Coordinate social services plans for enrolled families. (E)

Attend in-service and professional meetings as required and keep current in accepted practices, regulations, policies and laws pertaining to social services. (E)

Maintain regular and prompt attendance in the work place. (E)

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Organization, procedures and operating details of the District.
- Child Development Programs guidelines.
- Outside resources available to parents, teachers and students including State and Federal resources and community agencies.
- Principles of child growth and development.
- General principles of psychology, sociology, economics and social work.

## **Social Services Case Manager Child Development- Continued**

### **ABILITY TO:**

- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with staff, parents and students.
- Analyze situations and adopt effective courses of action.
- Maintain detailed and accurate records for auditing and control purposes.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from an accredited four year college or university and three years experience working in Child Development or other related field.

### **NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS**

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

### **License or Certificate**

Possession of a valid California driver's license is required.

### **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment.

### **PHYSICAL DEMANDS:**

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Frequently lift and carry up to 15 lbs for short distances.

### **HAZARDS:**

Contact with irate parents/guardians

Frequent car travel

### **SALARY PLACEMENT**

CSEA 821

12 Months

Range 62, \$6,460 - \$7,854

CSEA 821 Approval: 02/08/17

Personnel Sub: 03/07/17

Board Approval: 03/14/17