

STOCKTON UNIFIED SCHOOL DISTRICT

SOCIAL SERVICES CASE MANAGER, STUDENT SUPPORT SERVICES

DEFINITION:

Under the direction of the Director of Student Support Services, The Social Services Case Manager – Student Support Services shall work with District personnel, schools, students and parents in removing barriers to education and will serve as an integral part of the Student Services Team. The Social Worker will participate in attendance and behavior review due process hearings and assist in the design of appropriate interventions and strategies to improve attendance and behavior, including the Student Assistance program as well as perform related duties as assigned. The Social Worker may serve as a liaison for foster, adjudicated, unaccompanied and homeless youth.

EXAMPLES OF 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:

Describe programs to interested parents. (E)

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

Adhere to all State, Federal and District regulations regarding confidentiality of student records. (E)

Function as an integral part of the positive behavior intervention support team. (E)

Refer and conduct appropriate follow up on in-district and outside agency referrals for students and families as appropriate for needs and services that impact the educational adjustment of students. (E)

Promote and reinforce regular school attendance with students and families in coordination with child welfare and attendance staff. (E)

Provide appropriate interventions to prevent leaving school before graduation (dropout prevention). (E)

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

Coordinate social services plans for enrolled families. (E)

Serve as liaison for adjudicated, foster and homeless/unaccompanied youth and coordinate with school counselors in evaluating academic transcripts for graduation status and application for post-secondary education and training. (E)

Attend in-service and professional meetings as required and keep current in accepted practices, regulations,

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policies and laws pertaining to social services. (E)

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization, procedures and operating details of the District.
- Knowledge of state and federal laws related to the education of foster and dependent youth, homeless and unaccompanied youth, educational settings and opportunities for adjudicated youth, and current research on behavioral intervention and support including the Student Assistance Program.
- 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.

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 year's experience working in the field of social services.

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:

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- 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.
- See sufficient to qualify for a valid California driver's license.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak at levels sufficient to communicate with others, with or without speaking aids.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Frequently lift and carry up to 25lbs for short distances.

HAZARDS:

Contact with irate parents/guardians

Frequent car travel

CSEA 821

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

Board Approved: 3/8/17