

## STOCKTON UNIFIED SCHOOL DISTRICT

### SOCIAL SERVICES CASE MANAGER

#### DEFINITION

Under the direction of the appropriate departmental manager, the Social Worker I shall work with District personnel, schools, students and parents in removing barriers to education and will serve as an integral member of Districtwide intervention teams, assist in the multi-tiered system of support of students and parent, assess the needs and monitor the progress of students, may travel to various school sites to coordinate activities with school site and program personnel, prepare and maintain related records and reports.

**RESPRESENTATIVE 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:*

Communicate with students, families, administrators, teachers, school and district personnel, community services and various outside organizations to exchange information, coordinate activities and resolve issues or concerns related to student needs, progress, program supports and services. (E)

Perform a variety of social services functions to assist in the early identification of students at risk of not performing well in school academically, socially, and emotionally, and refer to in-district and community agencies, as appropriate. (E)

Collaborate and coordinate with various District sites, outside agencies, including child welfare and health agencies and students' residences to organize activities with program personnel, district personnel, outside agencies to enhance program services and identify proper techniques and services for meeting the needs of students. (E)

Plan, organize, and conduct individual and group awareness and skill-building sessions for students; communicate progress with relevant District personnel and facilitate the mainstreaming of educational activities; coordinate and conduct groups to improve parental/family awareness of Program services and participation in activities; and make home visits as necessary. (E)

Prepare and maintain records, logs, files, case plans notes and a variety of other paperwork related to student and family information, attendance services provided and progress, process a variety of forms and applications, health records, court documents, compile information and prepare a variety of reports related to attendance, mileage, family contact, student progress and assigned activities according to departmental standards and state, federal and District standards of confidentiality. (E)

Receive student referrals, confer with students, parents, other school personnel and review files to determine program eligibility, provide information to families and make referrals when appropriate concerning District programs, activities and services; provide case coordination and assist student and family with issues that affect the student's adjustment in school and ability to learn in their in their educational program; and maintain all confidential records pertaining to students. (E)

Attend and participate in a variety of assigned meetings, workshops, trainings, committees, to keep current in accepted practices, regulations, policies and laws pertaining to social services in educational settings. (E)

Assist school sites in establishing procedures for coordinating services at the school site level to assist pupils to successfully participate in the school's diverse program offerings.

Assist school sites in providing professional development programs for teachers and other school personnel, parents, and students regarding prevention plans and successful programs or strategies that meet the needs of students.

Assist in providing data relative to the needs of Compliance Review and other evaluative information.

Attend and participate in a variety of community workshops and build upon community engagement with the District (E)

### **Other Duties**

Perform related duties as assigned, within the scope of the Social Worker's education and training.

### **Knowledge and Abilities**

#### **Knowledge of:**

- How to establish and maintain cooperative relationships with parents, students, school personnel and community organizations
- Organization, procedures and operating details of the District
- Knowledge of evidence based practice of clinical social services interventions, methodologies and techniques
- Knowledge of social welfare and child development law and policies related to educational systems state and federal laws related to the education of at-risk youth
- Child Abuse Reporting Laws
- Resources within the District and in the community available to parents, teachers and students including State and Federal resources and community agencies and their role and ability to provide services not available in the District
- Principles of child advocacy and case management
- Principles of child growth and development
- General principles of psychology, sociology, economics

#### **Ability to:**

- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with staff, parents, students and community
- Analyze situations and adopt effective courses of action; make child abuse reports, as appropriate
- Make referrals and facilitate linkage and brokerage of services for students and families
- Manage caseload under the direction of supervisor and participate in case management conferencing with other social services staff and supervisor
- Maintain detailed and accurate records and case notes for auditing and control purposes

- Demonstrate the 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**

Educational requirements are dependent on the position and level of the Social Worker I.

Bachelor’s Degree and four years of work experience in social work, sociology, psychology, counseling, education or closely related field may be substituted.

**Licensure, Certificates, and Other Requirements**

- Valid California Driver’s License and evidence of insurance
- Official transcript verification of coursework as required for the job
- Verification of work experience in the field of social work or related field as described above

**Working Conditions**

**Environment:**

Office and school environments  
 Driving a vehicle to conduct work

**Hazards:**

- Contact with dissatisfied or abusive individuals
- Frequent car travel

**Physical Demands:**

The successful applicant for this position must have/be able to:

- Enter data into a computer 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
- Speak clearly and distinctly, sufficient to communicate effectively and to converse by telephone.
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Frequently lift and carry up to 15 lbs at waist height for short distances.

**SALARY PLACEMENT**

~~CSEA 821~~

~~RANGE 62 (\$30.69 – \$37.32)~~

~~221/261 Days~~

~~CSEA 821 Approval: 02/18/17~~

~~Personnel Sub Committee: 03/07/17~~

~~Board Approval: 03/14/17~~

