

STOCKTON UNIFIED SCHOOL DISTRICT

SOCIAL WORK ASSISTANT

BASIC FUNCTION:

Under the direction of the appropriate departmental manager, the social work assistant 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 parents, may travel to various school sites to assist in the coordination of activities with school site and program personnel, prepare and maintain related records and reports.

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:*

Communicate with students, families, administrators, teachers, school and district personnel, community services and various outside organizations to exchange information, assist to 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)

Plan, organize, and conduct individual and group awareness sessions with students and parents; and make home visits as necessary. (E)

Prepare and maintain records, logs, files, case 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 and parents 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)

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 Assistant education and training.

Knowledge and Abilities

Knowledge of:

- 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. Child Abuse Reporting Laws
- Applicable laws, codes, regulations, policies and procedures related to school social work
- 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 and students
- Analyze situations and adopt effective courses of action; make child abuse reports, as appropriate
- Make referrals and facilitate linkage 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

Associate Degree preferred or NCLB compliant and four years of work experience in social work, sociology, psychology, counseling, or closely related field.

License, Certificates, and Other Requirements

- Valid California Driver's License and evidence of insurance
- Official transcript verification of coursework as required for employment
- 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 60 (\$29.23 - \$35.54)

221/261 Days

CSEA 821 Approval: 05/26/16

Personnel Sub Committee: 06/07/16

Board Approval: 06/14/16