

Job Title: Social Service Worker (SSW)
Department: Assigned School
Reports To: Assigned Principal
FLSA Status: Exempt
Salary Schedule: EP lane 03



SUMMARY

The Social Service Worker (SSW) practices non-clinical social work under the supervision of a Licensed Clinical Social Worker. The SSW consults with the assigned school administrators, counselors, teachers, and parents to develop and implement appropriate responsive mental health services. The SSW assists with mental health concerns, behavioral concerns, positive behavioral support, academic and classroom support, as well as providing individual and group counseling. When appropriate or necessary, SSW may provide information for outside support services to help students with social, emotional, and life adjustment to school and society.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

****All essential duties and responsibilities are conducted under the supervision of an approved Licensed Clinical Social Worker.***

Assists in developing positive behavioral interventions, including strategies to increase academic success.

Works directly with students experiencing difficulty managing social emotional behavior in individual and/or group settings. Facilitates ongoing groups specifically designed to meet identified needs.

Works with challenges in a student's living situation that interferes with learning, class attendance and making progress towards graduation.

Facilitates behavior management and life-skills training.

Provides professional development, training, and consultation for faculty and staff on evidence-based practices regarding social, emotional, and behavioral supports and interventions for students.

Provides crisis intervention.

Assists teachers with behavioral management.

Provides direct support to staff.

Works with parent's to facilitate their support in their student's school adjustment.

Assists parents in accessing and utilizing school and community resources.

Maintains open communication with students, parents, staff members, and other key stakeholders.

Coordinates with outside agencies and services when necessary.

Attends applicable conferences, professional seminars, district meetings, and workshops as required for the position and with administrative consent specific to social, emotional, and behavioral learning.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of available mental health resources. Ability to appropriately handle confidential information in accordance with District policies.

Ability to establish and maintain productive working relationships with staff, colleagues, and the general community.

Ability to work on multiple tasks and prioritize appropriately. Ability to complete assigned tasks with minimal supervision. Ability to organize office settings and work environments to efficiently accomplish tasks.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, and/or public groups.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree in Social Work from an accredited college/university program.

Preference given for experience working with trauma and competence managing crisis situations and/or experience working with students' grade 6 – 12.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Utah DOPL Social Service Worker License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Assistant Superintendent, Secondary Education			Date: 08/21/2019
Approved By: Assistant Director, Human Resources			Date: 08/21/2019
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	