

Job Description

Sedgwick County Educational Services Interlocal Cooperative #618

Social Worker

Purpose Statement

The job of Social Worker is done for the purpose(s) of supporting the instructional program with specific responsibilities for providing social work services for students across various classrooms to special education services; assessing students' social-emotional needs; providing intervention strategies; ensuring services are in compliance with county, state, and federal requirements; providing information on support services available to eligible students; and referring students and families to other agencies.

This job reports to Assistant Director and/or Principal.

Essential Functions

- Assesses student's social and emotional needs (e.g. executive functioning, social skills, financial medical, parenting skills, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
- Assists students and families with a variety of outside services agencies (e.g. mental health, medical, prenatal care, counseling, job training, etc.) for the purpose of providing referrals for families and students.
- Consults with teachers, parents, and other personnel for the purpose of determining student needs, developing plans for services, making recommendations, and providing requested information.
- Counsels students, parents, and teachers for the purpose of resolving issues that could impede student success.
- Develops individual education plan goals and other written materials for student IEPs for the purpose of establishing strategies/opportunities for student success.
- Facilitates social work sessions (e.g. grief, stress, social thinking, etc.) for the purpose of assisting attendees in resolving issues and creating positive change.
- Maintains variety of confidential and non-confidential files and records (e.g. case history records, educational plans, community resources, activity logs, etc.) for the purpose of documenting activities, complying with mandated requirements, and providing up-to-date information.
- Participates in meetings, workshops, and seminars as assigned (e.g. IEPs, general education intervention meetings, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, intervention strategies, Medicaid billings, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Responds to a variety of inquiries for the purpose of resolving problems, providing information, and referring to appropriate personnel.
- Serves as a liaison between a variety of groups and individuals (e.g. students, outside agencies, etc.) for the purpose of facilitating communication between participants while ensuring compliance and continuity of care.
- Travels to multiple work sites for the purpose of providing social services to students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: facilitating meetings; analyzing data; applying assessment instruments; employing physical restraint practices; preparing and maintaining accurate records; exercising strong written and oral communication skills; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: disabilities and the impact they have on academic achievement; principals, methods, and human behavior; learning and motivation; human development; mental health; behavior interventions; codes, laws, rules, regulations, and policies; procedures for diagnosis and treatment; and knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; employing active listening; diffusing confrontations; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. The job is performed under conditions with some exposure to risk of injury and/or illness

Experience: Job related experience within a specialized field is required.

Education: Masters degree in Social Work.

Equivalency:

Required Testing

Certificates and Licenses

Driver's License and Evidence of Insurability

Kansas Behavioral Sciences Regulatory Board License

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

FLSA Status
Exempt

Approval Date

Salary Grade