

East Side Union High School District

Job Title: School Social Worker

Description of basic functions and responsibilities

Under the direction of the principal, associate principal or designee, the School Social Worker is expected to use a multi-tiered system of support (MTSS) framework to collaborate with all stakeholders in building a coherent system of coordinated supportive services that promotes student wellness and school success.

Major Duties & Responsibilities

Maintains a wellness center schedule that includes drop-in hours, Community Based Organizations, interns, and other staffing and services that operate at the school site and/or Wellness Center to ensure consistent presence in the Wellness Center

Facilitates and/or participates in school multi-disciplinary teams

Tracks and monitors student referrals

Coordinates and provides 1:1 counseling, support/empowerment groups, wellness services, crisis intervention, and linkages to community resources

Performs risk assessments as needed and provide necessary follow-up

Provides case management for Foster Youth, McKinney Vento Students, Court-impacted students

In collaboration with current student-led council/committees (i.e.: school site council, equity advisory council, student governing board) obtains student input/voice on the implementation of mental health and wellness services

Meets all field instructor responsibilities for supervising interns, provide supervision and direction to BSW, MSW and MFT level interns

Provides training and workshops for students, families, and staff in the areas of mental health & wellness (i.e. Trauma informed practices, Restorative Justice Practices, Suicide Prevention and Intervention, etc.)

Provides parents/guardians with guidance and education on addressing significant physical, emotional and psychological developmental changes in students

Works collaboratively with staff and partners to advance student success and close equity gaps with the goal of reducing chronic absenteeism and reducing suspension/expulsion rates

Participates as members of Special Education Teams, Student Study Teams, attendance related meetings (SARB/ARC), Student Success Team meetings and other school/district-based leadership teams as appropriate

Coordinates school-wide events and campaigns with students to develop a positive school climate and culture

In collaboration with the administrative team, identifies and develops supportive activities to address situations adversely affecting the behavioral, socio-emotional, and academic development of the students

Maintains records for the purpose of documenting activities and complying with mandated requirements, including but not limited to case management record

Maintains confidentiality of information for the purpose of meeting privacy requirements

Prepares reports, documents, and other written materials

Documents students seen and activities performed using case management software

Monitors student utilization data for Wellness providers (specifically CBOs)

Completes the appropriate documents for billing

Other duties as assigned

Employment Standards

Knowledge of Equity and culturally relevant best practices and competencies

Ability to stay calm under pressure, multi-task, and oversee day-to-day Wellness Center flow and triage of high school students

Ability to establish and maintain effective working relationships with others

Ability to demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, and community partners)

Knowledge of Trauma-informed care and ability to work with diverse populations

Demonstrate ability to take initiative and provide self-directed leadership within the Wellness Center

Ability to integrate self and services in the school community

Ability to work effectively with administrators and other staff

Knowledge of record-keeping and report preparation techniques

Knowledge of applicable laws, codes, regulations, policies, and procedures governing scope of work

Knowledge of physical, intellectual, social, and emotional growth patterns of students

Knowledge of counseling theory, ethics and associated legal confidentiality requirements

Knowledge of diverse academic, socio-economic, cultural, disability and ethnic backgrounds of District Students

Minimum Qualifications

Master's Degree in Social Work (MSW)

Pupil Personnel Services Credential in School Social Work

Preferred Qualifications

Hold a valid License in Clinical Social Work (LCSW) issued by the California Board of Behavioral Sciences

Possess at least two years of post MSW social work field instruction experience

Bilingual preferred

Revision Approved: 04/28/2022 Bd Mtg.