

**HOMEWOOD SCHOOL DISTRICT 153
JOB DESCRIPTION**

Job Title: Social Worker/Counselor
FLSA Status: Exempt
Department: Student Support Services
Reports To: Principal; Director of Student Support Services
Revised: October 22, 2018

QUALIFICATIONS:

Professional Educator License

Valid Illinois Driver's License

Preferred: School Social Worker endorsement; experience with elementary school social work with special emphasis in teacher consultation; experience in providing therapeutic interventions in regular classroom context.

SUMMARY: Under the supervision of the building principal and the Director of Student Services, the Social Worker will help both special and general education students resolve personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

KNOWLEDGE, SKILLS and PERFORMANCE RESPONSIBILITIES:

The list below is meant to be illustrative, rather than all inclusive. Accordingly, the list is not meant to be a restriction on the work which can be assigned to an employee.

Knowledge and skills for direct and indirect intervention including:

- counseling on an individual, group, or family basis;
- consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies;
- networking with school programs and community agencies to provide essential services for families and children

Understanding of the knowledge, skills, and processes for effective casework practice

Understanding of the school social work profession including:

- associated laws (IDEA, ADA, compulsory attendance, etc.), ethical issues, professional issues and standards;
- foundations of school psychology;
- the role and function of the school social worker;
- understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

ESSENTIAL TASKS

- Serve on student support teams and special education committees at assigned schools in the district, including 504 plan case management

- Review student records to identify previous barriers and/or interventions.
- Conduct parent interviews to acquire social-developmental information as needed for special education referrals.
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation.
- Attend and participate in Behavioral meetings and Manifestation meetings.
- Interview students and parents to discuss issues related to non-attendance and develop a plan of action.
- Assist the school in following school board regulations for excessive absences and truancy; attend student support team meetings.
- Develop and implement professional development training for educational staff and parents, as requested.
- Provide individual and/or group counseling in response to school-wide crises.
- Respond to referrals requesting verification of residence.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services.
- Conduct parent meetings as a method to access the family and conduct interviews in response to school referrals.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate.
- Perform related work as required.

Health Education

- Act as a resource person to teachers in the development of instructional units on mental health
- Develop programs to provide direct classroom instruction on mental health related issues
- Evaluate and consult with administration in relation to health and safety issues within the school buildings
- Consult with appropriate staff concerning individual student mental health concerns
- Provide staff in-services regarding specific mental health issues as deemed necessary

Act as a Liaison between School District and Community Health Agencies and Organizations

- Participate in district or staff committees as deemed appropriate for a mental health professional
- Attend professional workshops, seminars, and meetings that relate to health and other components
- Membership in professional organizations

Terms of Employment: Teacher Contract