

STAMFORD PUBLIC SCHOOLS

Excellence is the point

Job Description

POSITION TITLE: SOCIAL WORKER

GENERAL STATEMENT:

The Social Worker provides assessments, and evaluations of students' special educational needs. The Social Worker reports to the principal and/or the District Department Head for Social Work and Home Instruction.

MAJOR RESPONSIBILITIES:

- Provides daily support for students through casework, group work, and class meetings.
- Provides psycho-social assessment and family assessments for students enrolled in the program.
- Makes regular contact, i.e., home visits with parents or other appropriate family members to enhance communication and improve student performance.
- Develops a support program to improve family communications.
- Provides crisis intervention service to students and families.
- Facilitates referral to community based medical/psychiatric services for students in need of medical evaluation and hospital treatment.
- Refers students to community agencies for vocational training and employment.
- Conducts appropriate classroom based affective education programs.
- Meets daily with staff and assists staff with student management.
- Meets weekly in formal case conferences with program staff and psychiatric consultant.
- Meets or confers with staff from sending school.
- Participates in Child Study Team and Planning and Placement Team meetings.
- Maintains appropriate student case records.
- Prepares reports and develops record keeping procedures in accordance with district and departmental procedures that meet the requirements of the grantor (DCYS: Department of Children and Youth Services).

QUALIFICATIONS

- A valid Connecticut teacher certificate with endorsement in Social Work (071).
- Minimum of three (3) years professional experience in social work.
- Possess a thorough knowledge of present practices and current trends in social work.
- Experience in working directly with students and families.
- A working knowledge of community resources.
- Proven ability to work effectively as part of an interdisciplinary team.
- Appropriate communication skills – both oral and written.
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position.

Employee Signature

Date

Employee Name (Please Print)