COORDINATOR, SOCIAL WORK SERVICES

GENERAL RESPONSIBILITIES

Responsible for supervising school social workers and visiting teachers who perform comprehensive school social work services to all schools and programs in the school division, encompassing students ages 2-21.

ESSENTIAL TASKS
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assign staff to schools based on enrollment, at-risk population, and previous referral history.
- Establish dates for monthly staff meetings, arrange for speakers, prepare agendas, and disseminate information to staff not present.
- Develop and maintain budget for School Social Work Services and the homeless education grant.
- Staff difficult cases with staff as requested.
- Provide supervision to selected staff if performance deficits have been noted.
- Field phone calls from public requesting resource information, and employment information.
- Field phone calls from clients regarding level of service provided by staff.
- Field phone calls/e-mails from division administrators regarding level of service provided by staff, requesting information regarding procedures, requesting resource referrals, or requesting additional services from the department.
- Supervise selection process of graduate and undergraduate level interns.
- Approve or support approval of requisitions for Social Work Services and the McKinney Grant. Interview and select personnel for VT/SSW positions.
- Attend professional development activities.
- Write grant proposals as warranted.
- Present information in a workshop format to administrators, community committees, parent groups, teachers, and students.
- Support the Office of Student Leadership on developing guidelines for truancy/attendance policies, and associated committees.
- Serve as member of community committees planning activities, services, and programs for youth and parents.
- Serve as member of school division committees developing procedures, guidelines, and policies.
- Substitute for staff at their schools on Student Support Teams, Special Education Committees, Manifestation meetings, and completing socio-cultural assessments when needed.
- Provide school social work services at the Kemps Landing Magnet School.
• Coordinate transportation or supply needs for the homeless program in the absence of that staff member.
• Attend weekly staff meetings for the Office of Programs for Exceptional Children.
• Meet with homeless program staff member on an on-going basis to review plans/cases.
• Complete staff evaluations.
• Review quarterly travel reports.
• Approve leave requests for staff.
• Responsible for obtaining/maintaining appropriate working conditions/supplies for staff.
• Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Abilities 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; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

EDUCATION AND EXPERIENCE

Master's of Social Work (MSW). License from the State Board of Education as a school social worker or visiting teacher is required. Experience as a Visiting Teacher and a School Social Worker.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.