



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

July 2019

New Job Description

Personnel Commission Approval: August 13, 2019

Board Approval: July 15, 2019

Associate Clinical Social Worker

Definition

Under the direction and guidance of the Director of Student Services, provide direct and related services to students, school sites, and District administration as required.

Essential Duties and Responsibilities

- Provide case management services for students and families with complex needs;
- Assess home, school, and community factors that affect a student's learning, school adjustment, and general well-being;
- Analyze information gained through review of records, observation, and interviews to determine environmental impacts and appropriate resource needs;
- Integrate information into a written report;
- Provide individual and/or group counseling Districtwide;
- Respond to school and/or Districtwide crisis;
- Assist with coordination of community agencies and other resources to meet student needs;
- Refer parents and students to agencies when appropriate;
- Prepare and maintain a variety of logs, records, reports, and files related to student assessments, progress, transition, and behavior plans and assigned activities;
- Maintain awareness of and ensure compliance with relevant State and Federal law and regulations, Board Policies, and Administrative Regulations;
- Work with Director of Student Services in the facilitation of active cases at school sites within the district;
- Engage in assessing needs and obtaining social services and/or counseling, for active cases;
- Perform other related work duties as required.

Required Qualifications

- Registered as an Associate with the California Boards of Behavioral Sciences;
- Pupil Personnel Services Credential in School Social Work is preferred.

Training and Experience

- Master's degree in Social Work or related field from an accredited college or university;
- Minimum of one (1) year providing social work in a school setting.

Knowledge of

- Practices, procedures, and techniques involved in the development and implementation of Case Management, Student Study Team, and Student Attendance Review Team Plans;
- Federal, State, and local laws, codes, and regulations;
- Laws regarding minors and child abuse reporting;
- Provision of social work services;
- Research-based treatment and intervention programs including, but not limited to, behavior modification techniques and strategies, conflict resolution techniques, and Restorative Practices;
- Principles, practices, methods, and procedures involved in the observation, assessment, and treatment of social welfare issues and problems among students beginning in infancy;
- Appropriate referral agencies and community resources;
- Crisis response management;
- Social work case reporting;
- Individual and group counseling techniques;
- Record keeping and report writing techniques;
- Oral and written communication skills;
- Operation of a computer and familiarity with Aeries Student Information System.
- Effective counseling techniques and methodology with a diverse student population including elementary aged children and youth;
- Local, county, State and Federal resources to meet the needs of students.

Ability to

- Provide case management services in a school setting;
- Establish and maintain effective and cooperative working relationships with others including administrators, teachers, staff, parents, students, and community partners;
- Make effective referrals to partner organizations, government agencies, and non-profits;
- Communicate and interact effectively and professionally under pressure;
- Learn therapeutic techniques in the school setting;
- Communicate effectively with diverse populations both orally and in writing;
- Become culturally proficient;
- Interact in a positive manner with students, parents, staff, and the public.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 151
- 10 months