



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

October 2020

New Job Description

Personnel Commission Approval: October 13, 2020

Board Approval: October 5, 2020

District Social Worker

Definition

Under the direction of the Director of Special Education and Student Services, the District Social Worker supports positive student connections with peers, family, school, and community by facilitating student development and dealing with problems, crises, or traumatic experiences successfully. The District Social Worker fosters resiliency and a stronger sense of self-confidence and coping capacity by promoting healthy relationships, self-reflection, and problem-solving skills to optimize student success in school.

Essential Duties and Responsibilities

- Provide individual, group, and family treatment targeting students at-risk of school failure due to social, behavioral, and emotional problems;
- Provide student and parent psycho-education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention and other social emotional issues that impact learning;
- Promote parent engagement in the educational process;
- Provide parent education programs and other evidence based and/or evidence informed practices;
- Collaborate with teachers and school staff providing mental health consultations to develop strategies for classroom management;
- Design and monitor behavior contracts, positive behavior support planning, and implementation;
- Implement evidence based on intervention for individual, groups, and families to address symptoms of trauma, depression, anxiety, and other clinical issues;
- Provide community referrals, linkages, and collaboration with district and community resources to address student and family needs;
- Plan, coordinate, and actively participate in multi-disciplinary teams;
- Participate in school and district crisis teams;
- Participate in threat assessment teams;
- Provide support programs to students and staff in the event of a natural disaster or act of violence or death of a student or staff member;
- Complete all required documentation in accordance with regulations;
- Develop and administer outcome measurements to ensure quality of service and implementation of treatment plans;
- Prepare monthly reports;
- Participate in weekly supervision meetings;
- Maintain all appropriate records including referrals, incident reports, behavioral tracking forms, clinical notes, and other records as required;

- Coordinate and supervise university mental health interns;
- Perform related duties as assigned.

Required Qualifications

- Master's degree in Social Services, Counseling, Social Work, or related field;
- Three years of experience providing individual and group counseling to children, adolescents, adults, and families;
- Licensed Clinical Social Worker;
- Associate Clinical Social Worker who is in the licensing exam process.

Preferred Qualifications

- Bilingual in Spanish;
- Pupil Personnel Services, Social Work, Credential.

Knowledge of

- Community based organizations, mental health agencies, and school services functions;
- Various modes of school mental health with emphasis on evidence based practices;
- Crisis intervention;
- Mental health consultation;
- Effective time management strategies;
- Laws protecting students;
- Strategies to support individuals with substance abuse or domestic violence issues;
- Family centered work;
- Appropriate program requirements;
- English grammar, spelling, punctuation, and vocabulary.

Ability to

- Establish and maintain effective working relationships with others;
- Communicate effectively, both orally and in writing;
- Coordinate community-based organizations, mental health agencies, and school-linked services collaboratively;
- Understand and apply complex guidelines and requirements;
- Develop effective and cooperative working relationships with others;
- Work independently with minimum direction and take proactive steps to resolve problems and concerns;
- Maintain case records and files;
- Prepare reports;
- Work with conflicting goals and timelines.

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

- Range 199X
- 11 months