



## JOB DESCRIPTION

Position: Social Worker  
Supervisor: May vary by region  
Department: Center Operations

Division: Ombudsman  
Status: Exempt  
Date Revised: May 2013

### Position Summary:

The Social Worker is primarily responsible for helping students to succeed academically, socially, and emotionally, through individual and group counseling and by collaborating with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment that strengthens connections between home and school. The position must perform their duties in a positive work mode and serve as a positive role model and influence for clients and peers.

The position operates with general direction from the supervisor and functions as an integral part of the Ombudsman team in supporting and implementing Ombudsman and ESA initiatives. The position operates within the defined practices and processes from the Clinical Services and Special Education functions and adheres to the practices and processes as defined. The Social Worker supports the supervisor in decisions regarding the operation of the center(s) and is an active and productive member of the site team.

### Specific Accountabilities

Include, but are not limited to, the following:

- \_\_\_\_\_ Provides individual and group counseling sessions to address interpersonal or family issues that interfere with school performance, including crisis intervention consultation and/or family therapy as needed.
- \_\_\_\_\_ Maintains all required paperwork including but not limited to communication logs and meticulous notes regarding all services provided to students.
- \_\_\_\_\_ Conducts interviews with students, family members, and school personnel to gather information required to assess student social, emotional and behavioral adjustment to school and the community. Determines appropriate individual and group topics based on above interviews.
- \_\_\_\_\_ Maintains regular contact with students' parents/guardians to inform of student's progress, areas of difficulties, and any changes or situations in home life that may affect school performance.
- \_\_\_\_\_ Develops and updates Individualized Education Plans (IEP) and Behavior Intervention Plans (BIP) as needed in adherence to company, school, state and federal regulations and procedures.
- \_\_\_\_\_ Attends and participates in IEP team meeting, facilitating at the discretion of the school district. Actively participates in other team meetings when necessary to address specific student and parent concerns.
- \_\_\_\_\_ Collaborates with education and social services professionals (for example: wrap-around, probation officers, court systems) to develop appropriate agency services for students and their families.

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- \_\_\_\_ Provides case management functions for students, which include but are not limited to, coordination of parent meetings, emergency transportation requests, and coordination with therapists outside the school setting.
- \_\_\_\_ Collaborates and consults with teachers, parents/guardians, district personnel, and service providers to find effective solutions to learning and behavior problems, always establishing and maintaining effective public relations and projecting a positive company image.
- \_\_\_\_ Ensures the use of positive social skill teaching methods by conducting monthly direct observation of classroom staff's implementation of IEP goals and/or Behavior Intervention Plans/ Treatment Plans.
- \_\_\_\_ Provides guidance, consultation, and assistance to teachers in the development of classroom schedules, maintenance of student data systems and facilitation of student transition plans to assure appropriate schedules and services based on each student's Individual Education Plan (IEP) and/or other applicable goals. Consults with and assists teachers in the classroom with teaching students social, problem-solving, and conflict resolution skills.
- \_\_\_\_ Assesses student progress through consistent review of classroom data collection and recording systems and provides applicable training and guidance to classroom staff accordingly in addressing student behavioral needs. Conducts crisis assessments and contacts the appropriate authorities if needed to ensure that emergency intervention is provided to a student.
- \_\_\_\_ Functions as a role model for effective teaching of students as well as for communication and problem solving with staff, reinforcing the school's emphasis on a behavior analytic, empirical approach to education, the extensive use of data in decision making, and the use of positive behavior intervention and supports to achieve maximum performance when working with students and co-workers.
- \_\_\_\_ Keeps up to date with research-based practices and developments in subject area, resources and professional development.
- \_\_\_\_ Responds constructively to formal and informal feedback.

### Qualifications

- Master's degree in Social Work (MSW) with School Social Work Specialist (SSWS) credential or Licensed Clinical Social Worker (LCSW).
- Experience in Positive Behavior Intervention and Supports (PBIS) and Applied Behavior Analysis preferred.
- Minimum of two years experience working with individuals with severe disabilities and challenging behaviors.
- Knowledge of relevant technology.
- Strong skills in working with students with diverse needs.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

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- Excellent oral and written communication, instruction, curriculum, conflict resolution, multitasking, problem solving, decision making and organizational skills to effectively present information and respond to questions from groups of managers, students, customers, and the general public.
- Ability to think and act quickly and calmly in an emergency situation and make independent decisions.
- Strong motivational skills and willingness to be flexible and adapt to changing priorities and new initiatives.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to prioritize so that deadlines are met.
- Strong organizational skills and attention to detail.
- Exhibits the 10 characteristics of Servant Leadership at all times.

### **Success Factors**

- Meets or exceeds the targets of the Performance Evaluation Framework specific to the state or site, including:
  - Classroom/site student behavior data
  - Percentage of designated services provided
- Site operates according to Ombudsman guidelines and policies as documented through the assurance process.
- Students make progress on BIPs or Treatment Plan goals as evidenced by:
  - Truancy reduction
  - Student incident reduction
- Students make progress on IEP goals as measured by progress reporting (if applicable).
- Site performance meets the performance management plan targets.

### **Physical Abilities**

- Requires sufficient hand, arm and finger dexterity to operate computer keyboard, telephone or other office equipment
- Requires ability to work with students and when necessary, perform restraints
- Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate to person or over the phone
- Work is performed in a normal office setting with minimal exposure to health or safety hazards

### **Employee Declaration**

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations. \_\_\_\_Yes \_\_\_\_No



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If an accommodation is needed, please describe the reasonable accommodation required for you to perform these essential job functions.

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Employee Name: (Please Print)\_\_\_\_\_

Employee Signature: \_\_\_\_\_