

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: SOCIAL WORKER

REPORTS TO: School Principal and/or Designee

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Provide individual, group and family counseling services; provide school-related social service needs of the students enrolled in assigned program; coordinate activities with administration to implement program and District policies and objectives; assist the community and communicate with school and community groups.

REPRESENTATIVE DUTIES:

- Establish and lead group counseling and instructional sessions in evening family programs; provide instructional and individual, group and family counseling during school day and summer programs; coordinate the guidance class with the appropriate personnel and schedule social service counseling.
- Deliver academic instructional packets and distribute to students; arrange hospital tours, provide transportation and supervision for field trips and visit homes as assigned.
- Drive District vehicle or personal car to conduct work as assigned.
- Develop the assigned center's registration requirements and infant care scholarship procedures and committee meetings.
- Conduct student intakes, assess assistance needs, make referrals to community resources and maintain and manage a personal case load; perform record-keeping duties and maintain accurate documentation of records.
- Participate in public relation activities representing social services to community and other social agencies.
- Establish and maintain good cross-component relationships and develop supportive relationships with students and their families.
- Meet regularly with appropriate personnel to assess needs and plan social service component operation and reporting system (accountability records).
- Participate in Management Team meetings providing designing counseling instructional units.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community agencies and resources.
- Individual, group and family counseling techniques.
- Oral and written communication skills.
- Record-keeping techniques.

- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.

ABILITY TO:

- Provide individual, group and family counseling services.
- Conduct intakes, assess assistance needs and make referrals.
- Drive a District vehicle or personal car to conduct work as assigned.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Work confidentially with discretion.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in social work and two years successful experience in individual counseling with adolescents and in social service delivery.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.