

Alameda County Office of Education

JOB TITLE: School Social Worker

JOB SUMMARY :

Provides counseling and support for students and families referred to the county's community day center/school program through coordination with county agencies and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruits, screens and intakes referrals for counseling.

Provides counseling in conflict resolution and job readiness to students and families.

Supervises, coordinates and provides program orientation and case management.

Makes home visits.

Coordinates services with Juvenile Court, Probation Department, Social Services Agency, school districts, group/foster home providers, and community health agencies.

Provides crisis counseling and intervention services.

Maintains in a confidential manner files, records and documents on activities.

Assures continuing awareness of regulations, laws and codes relevant to services provided.

Establishes contact with relevant governmental and community agencies.

Informs community of available programs.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Implement psycho-social assessment and intervention techniques.

Perform workplace and job retention counseling techniques.

Perform crisis assessment and intervention.

Conduct group process counseling techniques

Plan, organize and administer programs.

Prioritize and schedule work.

Explain and enforce policies and regulations.

Meet schedules and time lines.

Plan, coordinate and document projects.

Maintain up to date knowledge of regulations.

School Social Worker Continued

Establish and maintain effective relationships.
Operate a computer and related software.
Prepare records and reports.

KNOWLEDGE OF

Education Code, W&I Code, Penal Code laws and regulations governing the behavior of minors.
Crisis intervention and assessment techniques.
Juvenile justice system and court adjudication process.
Human and adolescent development theories and principles.
Group counseling techniques.
Interpersonal skills.
Oral and written communication.
Operation of computers and related software.
Policies and objectives of assigned programs.

EDUCATION and/or EXPERIENCE

Master's degree in social work, welfare, psychology or counseling; five years related experience in social work, probation work, counseling and case/behavior management, individual and group counseling, and group dynamics.; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from professionals and officials.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

School Social Worker Continued

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee may be required to use personal vehicle in the course of employment, may be required to attend evening meetings and travel, may be required to work evenings or weekends and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: