



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	School Social Worker
Payroll/Personnel Type:	10 Month
Job #:	8333
Reports to:	Manager, Social Work Services
Shift Length:	6.5 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Employees in this classification help students make satisfactory adjustments through coordination and influence of efforts of the school, the family, and the community to help achieve this goal. School Social Workers are called on to help students, families, and teachers deal with problems such as truancy, social withdrawal, over-aggressive behavior, rebelliousness, and the effects of special physical, emotional, or economic problems. This is a mid-level professional classification. The School Social Worker utilizes the knowledge and dynamics of human development and behavior, of social, economic, and cultural institutions and the interactions of all of these factors. Employees work under the general direction of the Manager of Social Work Services and within the Department of Student Support Services.

Essential Functions:

- Accept all referrals from staff, parents, and community persons and entities on students who have attendance and/or behavior problems and who have not responded to the efforts of the teacher, principal, or other staff
- Consult and clarify identified problems/issues with the referral source and student; contact parent/guardian, as feasible and appropriate
- Study and assess problem areas, make social work diagnosis, develop and implement appropriate interventions – casework and/or group work, set reasonable time framework for improving or alleviating problem or making other educational or agency referrals
- Provide on-going feedback to referral source, student, and parent/guardian
- Consult and collaborate with teachers and principals regarding methods of helping students with problems and behavior dynamics
- Assist in identifying pupils with special needs and establishing programs for them
- Study situations of students officially withdrawn for misconduct or non-attendance, make social work diagnosis, decide on treatment plans/interventions, provide social work services offer to outside agencies, and make recommendations regarding school reinstatement
- Process and submit Truancy Referrals to Family Court – Juvenile Division or to City Court involved other agencies, as appropriate; appear in Court as requested
- Gather data and complete Social Histories and Adaptive Behavior Surveys for psychological evaluations, as requested
- Assist in development and implementation of IDEA reports and services
- Process applications for special activities and services (such as 100 Neediest Cases, etc.)
- Respond to requests for information or opinions on specific children or school problems from any level of administration and from community agencies with the appropriate signed consent for release of information
- Refer abused and neglected children to the State Division of Children’s Services
- Assist families to secure access to health services, clothing, and other material needs if these are preventing the child’s enrollment or attendance at school



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- Work as a member of the educational team and participate in other professional auxiliary disciplines toward the understanding and resolution of student's school problems
- Act as a liaison between the school and community agencies
- Participate as an active member of the Student Support Services Team with the school counselor and school nurse
- Keep casework and group work reports on appropriate case situations
- Submit reports as requested by the Manager of Social Work Services and the Executive Director of Student Support Services
- Attend workshops, in-services, and staff meetings scheduled by the Office of Social Work Services
- Perform all other duties as assigned by the Manager of Social Work

Knowledge, Skills, and Abilities:

- Working knowledge of Social Work theory and processes
- Ability to provide in-depth assessments and intervention options
- Ability to collaborate with other mental health professionals
- Knowledge of how to access community/mental health resources
- Good interviewing and clarification skills
- Ability to work effectively as a member of a multi-disciplinary team
- Assist families to secure access to health services, clothing, and other material needs if these are preventing the child's enrollment or attendance at school
- Work as a member of the educational team and participate in other professional auxiliary disciplines toward the understanding and resolution of student's school problems
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Experience:

- Priority given to practicum students whose placement was in a school setting

Education:

- Bachelor's Degree in Social Work (required)
- Master's Degree in Social Work (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date
Immediate Supervisor	Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.