

## Job Description

<b>Job Title:</b>	Social Worker (.70 FTE)
<b>Job ID:</b>	1003505
<b>Location:</b>	Riverview School of Excellence
<b>Full/Part Time:</b>	Part-Time
<b>Regular/Temporary:</b>	Regular

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### General Information

Riverview Elementary and Randolph Heights Elementary is seeking a part time Social Worker for the 2017/18 school year. This position will be split between Riverview Elementary School (.50FTE) and Randolph Heights Elementary(.20 FTE) .

**About Riverview Elementary.** At the center of Hispanic culture in St. Paul is Riverview Elementary - and it's truly the center of the West Side community. Our two-way Spanish-English immersion program prepares both native English and native Spanish speakers to be proficient in both languages. Our goal is for students to read, write, listen and speak in English and Spanish by the end of grade 5.

**About Randolph Heights Elementary.** Our neighborhood school has strong ties to the community, made even stronger by dedicated parents and families. As an accredited Core Knowledge school, our students develop impressive skills in social studies, science, literature, mathematics, the arts—and reading, thanks to exceptional library.

### Qualifications

#### Minimum qualifications –

- Bachelor's Degree in Social Work (Master's Degree in Social Work strongly preferred).
- Current Minnesota Board of Social Work License.
- Valid School Social Work License, issued by the Minnesota Department of Education.

#### Preferred Qualifications:

- Bilingual Spanish/English

#### Knowledge, skills and abilities –

- Ability to provide competent social work services, crisis intervention, and referral services to students.
- Ability to conduct formal and informal assessments consistent with school-based practice.
- Ability to work efficiently, effectively and cooperatively with multidisciplinary teams.
- Experience providing social work services to persons of diverse cultures, races and socioeconomic backgrounds.
- Knowledge of community resources and social services.
- Knowledge of and experience with group counseling techniques with children and/or youth.
- Experience in diagnosis and treatment of mental health concerns.
- Knowledge of positive behavioral interventions.

### Responsibilities

The essential job functions include, but are not limited to, the following fundamental duties. The actual duties performed will depend on the type of position (i.e. parent-infant, inclusion, etc.):

- Assess student functioning, both formally and informally, incorporating data from multiple sources across settings.
- Provide appropriate social work services to individuals and groups and their families.
- Consult with parents, teachers, and administrators to develop intervention strategies to enhance

school success.

- Identify, mobilize and coordinate family, school and community resources to enable children to receive maximum benefit from their educational program.
- Facilitate problem-solving meetings between families and the school.
- Provide crisis intervention services for students.
- Provide consultation to school personnel regarding home, neighborhood and community conditions affecting student well being.
- Serve as a resource to school staff regarding identification and reporting of child abuse and neglect.
- Serve as the school contact person for students who are homeless.
- Consult and collaborate with community agencies and other mental health professionals to coordinate services.
- Participate in multidisciplinary teams.
- Attend and participate in individual, group and all social work staff supervision meetings as well as District mandated training as assigned.
- Assist in resolving truancy concerns.
- Maintain records in a manner consistent with District practices.
- When serving students in Special Education, engage in proper due process procedures.
- Uphold the ethical standards of the Social Work profession.
- Other duties as assigned may include program development, supervision of teaching assistants, management of programs for emotionally and behaviorally disordered students and resource development for students.
- Perform other duties as assigned.

### **Pay, Benefits, & Work Schedule**

This is a 10 month position working part time.

Salary and benefits are in accordance with the Teacher negotiated labor agreement. The labor agreement and salary schedule can be found at [http://hr.spps.org/Labor\\_Agreements.html](http://hr.spps.org/Labor_Agreements.html).

Benefits are available to new employees after 30 days of active employment. Benefits include medical insurance, life insurance, sick leave, pension plan, tax-free retirement account, and flexible spending account. Some employee groups also receive vacation, dental insurance and disability insurance. A benefits summary is available at [http://www.hr.spps.org/Benefits\\_Summary\\_by\\_Union.html](http://www.hr.spps.org/Benefits_Summary_by_Union.html).

### **How To Apply**

To be considered further, please apply for this position and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

**THIS POSITION WILL BE POSTED UNTIL FILLED.**

### **Other Information**

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

### **Equal Employment Opportunity**

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

**Equity Statement**

SPPS is committed to eliminating racial disparities and predictability in achievement and to a workforce which embodies this commitment.

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