

School Social Worker

Classification: Exempt

FTE: .5

Reports to: Student Services Director

Date of Job Description:

SUMMARY

The School Social Worker provides a link between home, school and community to meet students' social, emotional, and academic needs.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

- Provide mental health support for individual students
- Provide assistance to families in supporting their students' mental health
- Facilitate mental health related support groups
- Provide crisis intervention
- Work efficiently, cooperatively, and effectively on multi-disciplinary teams to support student progress
- Coordinate and facilitate Section 504 plan meetings
- Participate in IEP and Student Support Plan meetings
- Write individual Social Work IEP goals and progress reports
- Act as a member of the RTI team
- Uphold the ethical standards of the National Association of Social Work
- Develop and implement professional training for staff
- Provide support and connection to resources for homeless students and families
- Consult and collaborate effectively with community agencies and other mental health professionals to coordinate services
- Develop program components to meet student needs on a continual basis
- Provide staff with essential information to better understand factors affecting a student's performance and behavior
- Provide consultation and education for staff regarding child abuse/neglect and other mandated reporting responsibilities
- Other duties as assigned

WORK ENVIRONMENT

The School Social Worker position is eligible for work from home. The School Social Worker is expected to spend at least one day per week in the West St. Paul office. The School Social Worker is expected to be present on site for all in person staff meetings, conferences, and other activities deemed mandatory by the school. The job operates in a professional office environment and routinely uses standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

While performing the duties of this job, the employee is required to talk or hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 10 pounds.

LANGUAGE ABILITY

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 groups of administrators, teachers, students, office staff, students, and the general public. Ability to respond effectively to the most sensitive inquiries or complaints.

REASONING ABILITY

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.

EXPECTED HOURS OF WORK

This position allows for flexibility, however the employee must be available during the “core” work hours of 8:30 a.m. to 4:00 p.m. Monday through Friday.

REQUIRED EDUCATION and EXPERIENCE

- Bachelor’s Degree from a 4-year college or university
- Current MN School Social Work license

PREFERRED EDUCATION and EXPERIENCE

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Strong leadership, communication and advocacy skills in working with students, families and staff
- Ability to problem solve, work independently, prioritize projects, and manage deadlines with little supervision.
- Strong knowledge of the impact of trauma on academic achievement and behavior

EEO STATEMENT

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