



Columbia County School District Job Description

Position Title: School Social Worker – Homeless Liaison		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent in accordance with policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Schedule, Grade P	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 200 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent for Student Learning		

MINIMUM QUALIFICATIONS

Education: Masters of Social Work (MSW) degree; Hold or eligible for Georgia Service certificate (S-5) in School Social Work

Essential Knowledge/Skills: Current knowledge of social work practices and trends related to the public school system. Skill in ability to administer and interpret various psychosocial assessments. Skill in diffusing disagreements and resolving disputes. Effective communication skills, written and oral. Effective interpersonal skills with a wide variety of personalities. Demonstrated ability to maintain confidentiality. Effective organizational skills, record keeping, grant writing, and management of multiple tasks. Adherence to the principles of the National Association of Social Workers (NASW) Code of Ethics.

Experience: Two or more years in social work, school social work or case management experience. Experience with program coordination and collaboration. Experience in counseling. Experience working parents and students. Knowledge of an experience with public and private agencies offering appropriate intervention services as needed. Grant writing experience preferred.

GOAL

Contribute to the successful achievement of students by providing resources and removing barriers students may face as a result of environmental factors

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Helps schools to create climate for regular attendance and drug-free schools.
- Researches, analyzes, and promulgates root causes for school attendance and student social problems.
- Provides consultation to administration, teachers, and other special staff on matters pertaining to students' background, drug education, living conditions and social needs, which affect their school attendance, and functioning.
- Coordinates student/family utilization of community resources for services prescribed as a result of school social services delivery.
- Serves as school resource person on problems of social functioning to include drug awareness educational programs and school attendance for community agencies, the community at large, parents and students.
- Provides services of support, intervention, and restoration to individual child and parent when diagnosis of problems dictate these needs.
- Provides group-work and individual services to children and parents concerning common problems and interests such as attendance, behavior and other personal or social problems as well as drug awareness as related to the child's functioning in school.
- Prepares social and developmental histories on specific children when such is germane to the alleviation or solution of the child's school-related problems.

- Solicits the aid of community agencies and resources to provide tangible needs for the individual child and family members when these are factors in nonattendance and social dysfunction.
- Collaborates with special education personnel in the appropriate assignment and educational planning of children with special needs, recognizing that early detection and remediation of individual learning problems may well prevent later attendance difficulties.
- Serves as the legal liaison between the school and the Judicial System and refers children and parents to the appropriate court when judicial proceedings on attendance are indicated.
- Serves as a member of the system's interdisciplinary team with the counselor, psychologists and special education personnel and Ad Hoc, study and research committees as the needs arise. • Coordinates and conducts annual child abuse update.
- Serve as the local homeless liaison as defined by the McKinney-Vento Act to ensure that children, youth, and/or families experiencing homelessness
 - are identified by school personnel
 - are enrolled in, and have a full and equal opportunity to succeed in, schools within the district
 - have access to and receive educational services for which they are eligible
 - receive referrals to health care, dental, mental health, housing or other appropriate services
- Secure transportation services for students experiencing homelessness
- Coordinate with State Coordinators, community, and school personnel to ensure provision of education and related services
- Attend annual state training
- Prepares and submits reports to the state education department
- Maintains records and documentation for district monitoring
- Provides training and professional development to district and school staff about the educational rights and needs of students experiencing homelessness
- Responds to and resolves difficult and sensitive inquiries and complaints regarding McKinney-Vento compliance

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2018