

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Social Worker
Department:	Pupil Personnel
Reports to:	Director or Assistant Director of Pupil Personnel and/or Principal
Supervises:	n/a

Description of job:

Summary of Responsibilities:

To work as part of an educational team to assist with mental health, behavioral concerns and support, as well as consulting to support students' success in school.

Essential Functions:

1. Direct counseling with students (individual or small group) in order to resolve socio- emotional issues related to their educational and social progress.
2. Collaborate with parents in order to facilitate their support in their child's school adjustment. Schedules home based visits as necessary.
3. Prepare social histories on students as necessary and required by the evaluation team.
4. Conducts Social Skills group counseling sessions with students on scheduled basis.
5. Provide crisis intervention.
6. In concert with the school psychologist and/or the district Behavior Specialist (or District Behavior Specialist Assistant), provide behavior support to the child in the classroom or within the school environment. Develop positive behavioral supports and interventions
7. Administers and interprets adaptive behavior scale testing as required.
8. Assess students with mental health concerns including suicide assessments.
9. Provide resources transferring students and their families adjusting to new school environment and community.
10. Mobilizes family, community, school, and community resources such as DHS, DCYF, Family Court, to enable students to be successful in schools.
11. Serves as liaison between the school and outside agencies. Assists families and/or students in making contact with agencies as necessary.
12. Attends ET and IEP meetings as required.
13. Maintains records for use by school-based teams.

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14. Provide consultation to school staff.

15. Identify and report suspected abuse and neglect in adherence to RI general law.

16. Other duties as deemed necessary

Protective Personal Equipment:

Classification:	Sedentary:	Light:	Medium:	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequently; and/or greater than negligible up to 10 lbs. of force constantly to move objects;

Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;

Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: Own vehicle	Automatic: Own vehicle
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Work Environment

Floor Surface:	Carpet or Tile		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		
PHYSICAL DEMANDS			

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING

Maximum weight carried: up to 35 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING

Maximum push/pull: N/A

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

Education and/or Experience:

Master’s Degree in Social Work

License/Certificate/Certification:

Rhode Island Department of Education Certification for School Social Worker.

Certified by the RI Department of Health as a CSW or LICSW.

Technological and/or Technical Skills:

Microsoft Office, Aspen, Google

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Communication Skills:

Strong oral and written communications skills. Demonstrable presentation and platform skills.

Planning Skills:

Strong organizational skills, time-management skills, and follow-through with tasks and promises.

Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from school staff, administrators, public agencies, parents and the community (multi-tasking). Capable of working collegially with all levels of administration and staff.

Terms of Employment:

Per the NK NEA Contract

Evaluation:

Per the NK NEA Contract

Date: 9/2017