

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 8/85; 3/86; 8/89; 6/92; 3/93; 11/94; 12/97; 12/06; 9/08; 4/10;  
 8/11; 7/12; 10/12; 7/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Social Worker, HAVEN Academy	<b>JOB CODE:</b> 407
<b>DIVISION:</b> Academic, Teaching & Learning and Specialized Services	<b>SALARY SCHEDULE:</b> School Social Worker and Psychologist
<b>DEPARTMENT:</b> HAVEN Academy	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Supervisor or Building Administrator	<b>PAY GRADE:</b> CSC (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides individual and group therapeutic counseling to students served in the GNETS Program. Serves as a liaison to appropriate school district personnel, parents, and community agencies; develops positive professional relationships with all parties.	

**REQUIREMENTS:**

1.	Educational Level: Master of Social Work Degree required
2.	Certification/License Required: Service Certificate S-5; Certified School Social Worker; LCSW license required
3.	Experience: 1 year school social work or 5 years general social work preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides case management for children and serves as a liaison between family, school, and other community agencies.
3.	Provides group or individual counseling that supports improved social/emotional development, as well as IEP objective mastery.
4.	Participates in regular treatment team and individual education plan meetings.
5.	Provides classroom support (checking implementation of behavior intervention plans, crisis support and consultation) to assigned classrooms and crisis support for assigned building locations.
6.	Provides consultation and tracking support to students in other settings (residential, reintegrating into less restrictive settings).
7.	Provides family/parent training activities.
8.	Maintains accurate records and reports and submits them promptly.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_