



JOB TITLE	DEPARTMENT	REPORTS TO
School Social Worker	Student Services	Director of Student Services

Position No: 61131	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 7/18/06; 3/26/13; 7/18/16; 5/6/20

JOB GOAL
To provide a variety of services to students and their families who are referred to assist in the prevention and remediation of problems in attendance, behavior, health and adjustment.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. A master's or higher degree with a graduate major in social work that includes three-hundred (300) hours or more of field placement. 2. Valid Florida certification in school social work; eligibility for certification in school social work, or state licensure as licensed clinical social worker. 3. Ability to communicate effectively with parents. 4. Ability to perform the functions of the position

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide parents of referred students services to help them understand the students' problems and to involve them in alternative solutions to the problems. 2. To assist in interpreting the school program to the community, convey related community concerns to the school and work toward the expansion and the development of resources for remediation and prevention of student difficulties. 3. To communicate with the parents regarding programs and services available to meet the educational, health behavioral, and mental health needs of students. 4. To serve as liaison for school based staff, district staff, and community agencies to assist families in linkage to appropriate services. 5. To provide individual or group counseling for students in need. 6. To maintain an accurate record of activities and provide a written report for each referral processed. 7. To attend conferences, meetings and workshops and improve their skills and explore new methods of providing School Social Worker services. 8. To complete and submit Medicaid forms for eligible students. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.