

ROLLING RIVER SCHOOL DIVISION REGULATION

School Social Worker Job Description

GDAH/R

Position Title: School Social Worker

Reports to: School Administrator

Job Purpose and Objectives

The School Social Worker assists students and families in managing or resolving personal, emotional and/or social issues that may be interfering with students' learning and overall functioning. The School Social Worker is a member of the school-based Student Services Team.

Education

Required:

- Bachelor of Social Work
- Permanent Manitoba School Clinicians Certificate, or eligible to obtain Provisional Manitoba School Clinicians Certificate
- Registered with the Manitoba College of Social Workers

Skills and Abilities

Required:

- Effective oral and written communication skills
- Strong organizational skills
- Excellent interpersonal skills
- Ability to work effectively as a part of a team
- Conflict resolution skills
- Proficiency with communication technologies
- Valid driver's license and access to a reliable vehicle

Experience:

- Previous experience in social work field is preferred.

Key Responsibilities

The duties of the School Social Worker include, but are not limited to, the following:

1. At school:
 - a. Assist in developing, monitoring and evaluating Individual Education Plans ensuring that proactive, as well as reactive, strategies are included

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School Social Worker Job Description - Continued

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- b. Meet with students individually and/or in small groups to support students personal, emotional, and/or social needs.
 - c. Document services provided to individual students in a manner consistent with Division policy, good professional practice and the Personal Health Information Act, Freedom of Information and Protection of Privacy Act, and The Protecting Children (Information Sharing) Act
 - d. Provide preventative and supportive programming in classroom settings
 - e. Provide consultative support to school personnel to assist them in supporting students with personal, emotional and/or social difficulties.
 - f. Consult and collaborate with appropriate divisional personnel and community agencies in planning and programming for students
 - g. Act as Case Manager as determined by the School Administrator
 - h. Support Crisis Intervention and Violence/Threat Risk Assessment Teams
 - i. Provide service in a manner consistent with professional Social Work ethics
 - j. Attend divisional Student Services meetings
 - k. Continue professional development by attending personal and divisional professional development opportunities
2. Home/Parents/Families
- a. Consult with and support families through a referral process
 - b. Provide support for parents to:
 - i. Ensure their child's regular and consistent attendance at school
 - ii. Access and engage with outside agency supports
 - iii. Advocate effectively for their children
 - iv. Access parenting supports
 - v. Resolve problems that affect their child's success at school
 - c. Serve as a liaison between home and school
 - d. Collaborate with outside agencies as needed
 - e. Make home visits, as necessary

Comments

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index Policy

Date Adopted: October 17, 2018