

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Divisional Social Worker Job Description

GDAH/R

**Position Title:** Divisional Social Worker

**Reports to:** Superintendent

### **Job Purpose and Objectives**

The Divisional Social Worker assists students, their families, and schools in managing or resolving personal, emotional and/or social issues that may be interfering with students' learning and overall functioning. The Divisional Social Worker is a member of the divisional 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 leadership 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 Social Worker include, but are not limited to, the following:

- 1. Schools and the School Division:**
  - a. Assist in developing, monitoring and evaluating Individual Education Plans ensuring that proactive, as well as reactive, strategies are included.

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## Divisional Social Worker Job Description - Continued

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- b. Meet individually with students by referral to support their 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 Act, Protection of Privacy Act, and The Protecting Children (Information Sharing) Act.
- d. Provide consultative support to school personnel to assist them in supporting students with personal, emotional and/or social difficulties.
- e. Consult and collaborate with appropriate school and divisional personnel, and outside agencies in planning and programming for students.
- f. Support Crisis Intervention and Violence/Threat Risk Assessment Teams
- g. Provide service in a manner consistent with professional Social Work ethics.
- h. Attend divisional Student Services meetings
- i. 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:** January 12, 2006

**Date Revised:** June 17, 2015

**Date Revised:** October 17, 2018