

## **SCHOOL SOCIAL WORKER**

### **PURPOSE:**

This position brings an understanding of the emotional and social development of children and how family, community, and culture may affect student learning.

This position conducts formal and informal assessments and may provide short-term intensive individual and group support and long term referral follow-up services to students and families. Typically, these services are provided to students who are experiencing academic, social, emotional, and/or behavioural problems. Therefore, in collaboration with other professional staff, this position assists by making recommendations and providing access to and integrating a variety of resources.

This position reports directly to the principal and indirectly to the Superintendent of Schools.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Promote effective integration of community and school-based services to assist students and their families.
- ⇒ Provide short-term counselling to students and their families.
- ⇒ Provide short-term case management services for students who are experiencing social, emotional, and/or behavioural problems.
- ⇒ Participate in transition planning for students.
- ⇒ Conduct assessments of the psychological, social, emotional, and environmental needs of students.
- ⇒ Initiate referrals of students and their families to other human service agencies.
- ⇒ Work collaboratively with other Saskatchewan Rivers School Division professional staff, human service providers from partner agencies, and school-based administration on a daily basis.
- ⇒ Assist other human service agencies in planning and implementing services to our students and their families.
- ⇒ Develop and/or implement preventative programs and activities for individuals and groups.
- ⇒ Provide crisis intervention services.
- ⇒ Provide social skills training which may include but is not limited to self-esteem, anger management and impulse control.
- ⇒ Maintain accurate and concise records of individual cases including an outline of the action taken by the School Social Worker.
- ⇒ Visit families in their home when appropriate.
- ⇒ Engage in self-initiated personal learning as it relates to various roles in supporting student learning.

### **DUTIES & RESPONSIBILITIES Continued**

- ⇒ Remain current on new and existing resources and determine how these resources may be beneficial to the student, family and the family's involvement in the academic process.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Minimum 4 year Bachelor Degree in Social Work
- ⇒ Experience in the delivery of human services would be an asset. (Human services in this context refer to experience in areas such as social work, health care, justice, counselling, and community development.)

#### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Meet the criteria of a Social Worker pursuant to *The Social Work Act* and be a member in good standing with the Saskatchewan Association of Social Workers.
- ⇒ Must possess and maintain a valid driver's licence.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Detailed knowledge of and ability to practice in accordance with federal, provincial, and local laws, statutes, and/or policies that relate to students and families; such as child protection/child abuse, student support services, attendance, education rights and privacy.
- ⇒ Detailed knowledge of and ability to comply with current professional standards as established by the Saskatchewan Association of Social Workers and disseminated in its publication Standards for Social Work in Schools. (*create a hyperlink to this site*)
- ⇒ Ability to implement "Best Practices" in relation to assessment, interviewing, and counselling skills.
- ⇒ Skill in fostering a positive, accepting learning environment.
- ⇒ Ability to maintain a positive, encouraging, supportive approach when interacting with students, as evidence of the belief that we can help all children learn.
- ⇒ Possess strong morals and ethics, along with a commitment to privacy.
- ⇒ Ability to maintain accurate records and documentation and provide sound recommendations to the supervisor.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Skill in working as part of a team; collaborating with colleagues.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.

**KNOWLEDGE, SKILLS & ABILITIES continued**

- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students, families, and the community demonstrating sensitivity, tact, and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ Must participate in Saskatchewan Rivers School Division's critical incident response team when requested.
- ⇒ This position requires travel to various schools and therefore a reliable vehicle and driver's licence is required.
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING  
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.**