

SOCIAL WORK ASSISTANT (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately difficult nature performed in a school environment which involves providing appropriate social work services to all students, including persons with disabilities who are having difficulty adapting to schoolwork. The work is performed under the supervision of a Program Director or a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts interviews with parents to gather information about students' social and medical background;
Develops and implements customized plans to meet the specific needs of each student;
Conducts evaluations to ensure students are placed in the most appropriate educational setting;
Manages student records and prepares reports;
Participates in team meetings to develop appropriate support and care strategies;
Advises on appropriate steps to access remedial services;
Regularly evaluates ongoing cases to identify changes in the student's or family's situation that may impact services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principals and practices of social work; working knowledge of local state, and federal education laws and programs that impact student placement; working knowledge of health-related social issues and socio-economic factors; working knowledge of interviewing; ability to communicate effectively both orally and in writing; ability to establish and maintain successful relationships with others; ability to prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Social Work; or
2. A Bachelor's degree or higher that included or was supplemented by at least 24 credits in human or behavioral sciences (e.g., Social Work, Psychology, Sociology, Counseling, Education or comparable degree).