Pomona Unified School District  
An Equal Opportunity Employer

Notice Of Recruitment for the Classification of  
Senior Social Worker (Confidential)  
Recruitment #880

**Hours:** 11-month, Full-time position, Pupil & Community Services

**Salary Range 51:** $5106.00 to $6138.00 monthly

**Benefits** – The following benefits are included in the Senior Social Worker position: District paid PERS; $9,200.00 District-paid medical package; District paid Dental (Employee + 1); District paid Vision (Employee + 1); District paid Income Protection; District paid Life insurance policy.

**Minimum Qualifications:**
- Master’s Degree in Social Work, Counseling, or related field  
- Currently registered as an intern working towards licensure with the BBS or already licensed. If hired and not licensed, MFT-I or ASW must be licensed within two (2) years  
- At least three (3) years of experience providing individual and group counseling to children, adolescents, adults, and families  
- Valid California Driver’s License w/ current auto insurance

**Desirable Qualifications:**
- Licensed Clinician, LMFT, LCSW  
- Bilingual English/Spanish proficiency  
- Experience working with clients with substance abuse or domestic violence issues  
- Experience in a community-based organization, mental health agency, or school-linked services collaborative

**Function of the classification of Senior Social Worker:**
Under the general supervision of the Program Administrator, Pupil & Community Services, provide professional social services to students and families. Coordinates and manages outreach and intervention to assigned homeless students and their families within the school district.

1. Conduct family intakes and assessments with the family to understand their needs.  
2. Participates in system-based social work involving student, family, outside support services and school personnel. Identifies needs and develops intervention plans.  
3. Providing unaccompanied youth with necessary referrals and information for shelters, clothing, transportation and community resources.  
4. Provide families with support in obtaining essential support services such as food stamps, medical insurance, healthcare, housing arrangements and transportation.  
5. Provide community referrals, linkages and collaboration with District and community resources to address student and family needs.  
6. Serve as an advocate for families by creating a bridge between them and community agencies.  
7. Provide case management services with families and students.  
8. Create and implement outreach strategies to ensure the success of identifying homeless students and their families.  
9. Provide student and parent psycho-education, on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and other social emotional issues that impact learning.  
10. Promote parent engagement in the educational process.  
11. Implement evidence based intervention for individual, groups and families to address symptoms of trauma, depression, anxiety, and other clinical issues.  
12. Provide individual, group and family treatment targeting students and families who are homeless utilizing evidence based and/or evidence informed practices.
13. Plan, coordinate, and actively participate in multidisciplinary teams, including: Coordination of Services (COST), Student Success Teams (SST), 504 Planning Meetings, IEP meetings, SART/SARB, Community Mental Health Consortium meetings, and other activities as requested and collaborate proactively to deliver quality support and mental health services to students and their families.

14. Supervises BSW’s completing their internship hours.

15. Maintain a liaison relationship with police, health providers, churches, and other groups who provide services or referrals to the homeless.

16. Attend community meetings with other service providers to share program information and coordinate services.

17. Participates in weekly supervision meetings with Clinical Supervisor and Program Administrator.

18. Must be flexible as this position occasionally requires some evening and weekend hours.

19. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

1. Principles and practices associated with social work and counseling in an educational environment;
2. Use of modern social work techniques such as family systems, ecological perspectives, school systems, and mental health;
3. Relationship between the total educational program and pupil personnel services;
4. IEP process and state regulations on proficiency and academic progress;
5. Use of learning, diagnostic, and communication aids;
6. Personal computer and multimedia equipment operations including common office productivity software, internet, and computer-aided programs supporting education;
7. Math skills to read and understand statistical concepts;
8. Professional level writing skills sufficient to prepare case management materials and reports;
9. Oral communications skills to convey concepts in individual and group counseling, home, and community-based settings, and work cooperatively with a diverse population of students and parents;
10. Various modes of school mental health with emphasis on evidence based practices, crisis intervention, mental health consultation, and community organization.

**Ability to:**

1. Perform the responsibilities of the position including delivery of therapeutic, advisory, and counseling services;
2. Learn, interpret, and apply District, State, and Federal requirements and objectives for academic achievement;
3. Explore alternative educational opportunities with students and families, identify crisis situations and provide intervention;
4. Conduct socio-environmental analysis and prepare social and family histories;
5. Design and develop behavioral and instructional objectives for students;
6. Work cooperatively with teachers, and pupil personnel service providers, families, and agencies;
7. Utilize appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives, parents, and students;
8. Facilitate community-based services.
Application Procedures

A Pomona Unified School District online Edjoin application must be completely filled out and submitted online. If you need assistance with your online application, please call Human Resources at 909-397-4800 ext. 23446, or visit the Human Resources office located at 800 S. Garey Ave., Pomona, CA 91766. **The deadline for this position is 4:30 p.m. on July 29, 2016.**

Communication regarding your application and/or status will be sent to the Email address listed on your application. Applicants should be diligent in checking their Email and spam mail throughout the process.

Please understand that you may not take any one exam more than three (3) times in a twelve (12) month period, and that a thirty (30)-day time period must elapse before re-taking an exam.

Make sure that you can be reached at the address and phone number you have provided on your application. If your address and phone number have changed, or if you have any additional questions regarding this recruitment, please call (909) 397-4800, extension 23800. It is your responsibility to assure that accurate contact information is maintained. When you cannot be reached on at least two occasions, or you fail to attend a scheduled interview appointment, your application will be removed from the pool and you will no longer be considered for vacant positions. In this case, if you are still interested, you may submit an additional application.

| The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprint will be taken at the time the position is accepted. There is a fee of $44.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier’s check or cash – PERSONAL CHECKS NOT ACCEPTED. Current employees of the Pomona Unified School District have already received fingerprint clearance; therefore, it is not necessary to clear again for a new position. |

| Non-Discrimination Policy |

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis or a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Darren Knowles, at 909-397-4800, ext. 23800 or darren.knowles@pusd.org. A copy of PUSD’s Uniform Complaint Policy and PUSD’s Non-Discrimination Policy are available upon request.

| Mandated Reporter |

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on [www.mandatedreporterca.com](http://www.mandatedreporterca.com). |

7/18/2016