VALLEJO CITY UNIFIED SCHOOL DISTRICT
Human Resources
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SOCIAL WORKER

<table>
<thead>
<tr>
<th>Title:</th>
<th>Social Worker</th>
<th>Reports To:</th>
<th>School Site Principal or Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Full Service Community Schools</td>
<td>Work Year:</td>
<td>183 Days per year</td>
</tr>
<tr>
<td>Classification:</td>
<td>Certificated</td>
<td>Salary:</td>
<td>See Certificated Salary Schedule</td>
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<tr>
<td>Date Approved:</td>
<td>November 2012</td>
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DESCRIPTION OF POSITION:
Under the direction of the Full Service Community Schools (FSCS) Coordinator, performs the most responsible and difficult casework dealing with highly complex student and family problems; performs diagnostic assessments; develops treatment and service plan; provides case consultation and ongoing casework management of related cases; arranges for treatment and services; maintains records related to student services; meet achievement goals set out within Project Restore grant and performs related duties as required.

REPRESENTATIVE DUTIES:
- Interviews students/family to gather information concerning social history, medical condition, and student’s current need for social services; evaluates problems presented; evaluates student and family situations to determine the extent of treatment and services needs of students.
- Performs initial intake screening; assesses need and urgency of response; determines suitability of specified services and potential need for referral to other service providers; monitors delivery of treatment and social services.
- Provides counseling services for students and their families; counsel’s students to enhance social functioning and makes referrals as appropriate to other services; monitors student progress toward achieving academic, behavioral, social and attendance goals.
- On behalf of students, acts as liaison and advocates between relatives, guardians, school faculty and staff, physicians, and other service providers.
- Provides information/training to school site faculty and staff, individuals and community groups to foster understanding of social aspects of environmental, emotional and physical problems and methods to alleviate these problems.
- Assists in the preparation and revision of reports and correspondence and maintains a variety of documentation, such as charting observed behaviors, treatment plan objectives, progress reports, discharge summaries, incident reports, and other data.
- Develop a referral monitoring process
- Meet weekly to review all referrals and active cases
- Attends and participates in a variety of internal and external meetings such as school site and district level, inter-disciplinary case conferences, inter-agency meetings, etc.
- Provide assistance in the implementation of school climate programs: Positive Behavior Intervention Support and Restorative Justice

EDUCATION AND CREDENTIALS:
- Pupil Personnel Services Credential (PPS)
- Master’s degree in Social Work (MSW) or a two year graduate level counseling degree emphasizing...
• Work in stressful, emotional and confrontational situations; respond appropriately in crisis situations.
• Deal effectively with clients of various ages and socio-economic and cultural groups including those with physical and/or emotional problems.
• Work as a member of a multi-disciplinary service providing team.
• Recognize and respect limits of authority and responsibility; maintain confidentiality of information.
• Establish and maintain professional relationships with students, parents, faculty, staff, and representatives or the community served, employees of County departments, professional staff, and other agencies and the public.
• Work effectively with diverse communities and constituencies
• Sincere interest in working with elementary, middle and high school students

EXPERIENCE:
• Two years of experience performing social work with a public social services agency or private social services provider. (Preferably including substantial experience with abused/neglected children). This requirement may be met by completion of a two (2) year social work internship through an accredited college or university.

SPECIAL REQUIREMENTS:
• Driver’s License: Possession of or ability to obtain a valid California Driver’s License.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Bend</td>
<td>Lift/carry 0-10 lbs</td>
<td>Twist</td>
<td>Lift/carry 11-25 lbs</td>
</tr>
<tr>
<td>Squat</td>
<td>Lift/carry 26-40 lbs</td>
<td>Kneel</td>
<td>Lift/carry 41-100 lbs</td>
</tr>
<tr>
<td>Climb</td>
<td>Stand</td>
<td>Reach above shoulder</td>
<td>Walk</td>
</tr>
<tr>
<td>Grip/Grasp</td>
<td>Sit</td>
<td>Extend/Flex Neck</td>
<td>Drive</td>
</tr>
<tr>
<td>Use Right Hand</td>
<td>Perform Repetitive Hand Motions</td>
<td>Use Left Hand</td>
<td>Keyboarding/Mouse Work</td>
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<tr>
<td>Ability to See</td>
<td>Ability to Hear</td>
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THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Approved by: ___________________________ Date: ______________

Mel Jordan, Assistant Superintendent of HRS
Draft revision: July 14, 2023