

Cabell County Schools
Job Description
School Social Worker

Position: School Social Worker- Attendance
Term: 200 days
Location: County-wide - Multi-Schools
Salary: Based on County Salary Schedule, dependent on degree, qualifications, and experience

*This position is based on grant funding.

CANDIDATE QUALIFICATIONS:

- A minimum of B.A. Degree in Counseling and/or Social Work.
- Hold or eligible for a WV Social Work license.
- 3+ years of experience in direct and indirect social work services, preferred.
- Experience working in schools, preferred.
- Excellent verbal and written communication skills.
- Excellent organization, effective independent and team planning skills, professionalism, self-motivation, and efficient time-management skills.
- Ability to work well in a team as well as an independent setting.
- Positive evaluations

DUTIES AND RESPONSIBILITIES:

- Promote regular school attendance and provide truancy prevention activities that support regular school attendance and detour needed intervention for unexcused absences.
- Work with designated schools a minimum four (4) times each month, with documentation of each visit, signed by the school principal. Documentation is sent to Student Support Services Office with the monthly report.
- Investigate and follow through with attendance issues reported to you by school staff.
- Work with Student Assistance Team (SAT) to help determine plans and placement.
- Ride with attendance bus in assuring the attendance of identified at-risk students.
- Maintain communication with at-risk students and their families following release from placement centers, homeless shelters etc., through multiple channels including emails, phone calls, videoconferencing, and letters to provide guidance and family counseling as needed.
- Where practical and financially possible, conduct at least two personal visits with students during the first year after returning home from placement centers. These visits may take place either at the student's home or school.

- Collect data on at-risk students returning from placement centers, homeless students, and others identified as homeless annually, including drop out data, grades, course credits, home conditions, job searches and post graduate education.
- Recommend social services to support the needs of at-risk students and their families.
- Provide information about post-secondary education and career options to at-risk students and their families.
- Work with DHHR to obtain student information on former placement center students available through Socially Necessary Services.
- Collaborate with administrators, teachers, and other school staff as a team to identify students at-risk due to academics, behavior, attendance, homelessness, or experiencing signs of homelessness or unaccompanied youths.
 - Provide adequate direct and indirect Social Work Services to at-risk students experiencing homelessness either unaccompanied or along with their parent(s).
 - Plan, organize, and recommend services, school activities, and/or programs to school staff to help students improve academic achievement, behavior, attendance, and/or supports needed per their living situation.
 - Collaborate and work with the SAT team to identify and advocate for identified at-risk students and the recommended services.
 - Attend SAT meetings as requested by school.
 - Continue ongoing data collection of identified at-risk students to provide the best methods of support by school staff, school counselors, and school-based mental health services, when applicable.
 - Work directly with individual school homeless liaisons to assist in the identification and support of students experiencing homelessness.
 - Work directly with the supervisors of the shelters, missions, and transitional living centers, by communicating with them at least once a month to ensure the support for students are being met.
 - Meet with the Director of Student Support Services at monthly scheduled meetings
 - Collaborate with Attendance Specialists on truant students and provide intervention service information to them.
 - Collaborate with the Student Support Office, Administrators, and School Counselors in identifying, scheduling and implementing transitioning activities for at-risk students due to homelessness, neglected and delinquent students who are returning to home and school from on-grounds school, transitional grade students, (PK to K, 5th to 6th, and 8th to 9th) and other students deemed at-risk, who would benefit from transitioning activities.
 - Track students who have been retained (except only kindergarten) and students who have previously dropped out and re-entered.
 - Assist shelters, missions, community agencies, and school personnel in identifying students and supporting those who would benefit in attending

extended year programs (afterschool or summer) for additional support in academics, behavior, and maintaining good attendance.

- Other related duties as assigned by the Director of Student Support Services and/or Executive Director.

02-01-2019