

- ☐ New Position  
☒ Existing Position  
  
☐ New Description  
☒ Revised Description  
 Updating current duties

## CAPITAL AREA INTERMEDIATE UNIT POSITION DESCRIPTION

**POSITION TITLE:** Social Worker

**TEAM:** Student Services

**QUALIFICATIONS:**

1. Master's Degree in Social Work required.
2. PA Social Work license preferred.
3. Minimum of three (3) years of experience working with children preferred; experience as a Social Worker working with children given preference.
4. Full certification in Safe Crisis Management (SCM), Safety Care, or other restraint management system as required by the assignment.

**JOB GOAL:** To enhance students' progress within their educational program by providing counseling; instruction; consultation; collaboration; assessment; and monitoring services for CAIU- and/or District-designated students, their families, and the staff who support them .

**REPORTS TO:** Supervisor, Pupil Services

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Participates as a member of the multidisciplinary team and attends all meetings as necessary and appropriate.
2. Conducts social work assessments of students to include functional/behavioral assessments, social histories, and student observations.
3. Provides case management services (i.e., ongoing review of student needs, resources, progress, and performance) including acting as a liaison between school, family, and community agencies.
4. Performs individual and group counseling with students and/or parents.
5. Provides conflict resolution services to reduce the tension of pupils, parents, and school personnel in conflict by assessing the situation, providing understanding and support, and offering alternatives for action.
6. Offers ongoing in-service training (e.g., crisis prevention and management, adventure-based counseling, stress management, basic needs of children, family systems, group dynamics, ways to maximize a child's

potential, mediation, and conflict resolution).

7. Provides information to facilitate appropriate referral to community resources.
8. Assists parents, pupils, and school personnel in identifying ways to overcome barriers to student achievement and social functioning.
9. Offers assistance in the development and maintenance of crisis management issues.
10. Supports teachers with regard to classroom management techniques and strategies.
11. Attends staff meetings as appropriate.
12. Completes all required reports and records within established timelines as required by Federal and State regulations and CAIU policies and procedures.
13. Assists in determining program needs for materials and equipment and assists with purchasing as appropriate.
14. Participates in a staff development as appropriate and remains abreast of all current theory and practices in the social work field by attending pertinent in-service/continuum education programs and through reading of professional literature.
15. Assumes any other responsibilities as assigned by Supervisor, Pupil Services or his/her designee.
16. Assumes any other responsibilities as assigned by the Executive Director or his/her designee.

## POSITION SPECIFICATIONS

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| <b>TERMS OF EMPLOYMENT:</b>              | 190 days per year.  |
| <b>WORK SCHEDULE:</b>                    | 7.5 hours per day inclusive of lunch.   |
| <b>JOB CLASSIFICATION:</b>               | Bargaining Unit, Professional.  |
| <b>PHYSICAL DEMANDS:</b>                 | Frequent lifting-up to 45 lbs. (occas. more).<br>Frequent bending, stooping, twisting, reaching, grasping, walking.<br>Frequent sitting and typing/keyboarding.<br>Ability to perform and actively participate in CPR, First Aid, and/or approved child restraint techniques as needed.   |
| <b>SENSORY ABILITIES:</b>                | Visual acuity to read from paper and electronic devices computer screen.<br>Auditory acuity to be able to use telephone and greet and interact with individuals and/or groups.<br>Ability to speak clearly and distinctly.<br>Ability to operate a computer.<br>Ability to operate a motor vehicle.   |
| <b>WORK ENVIRONMENT:</b>                 | <input checked="" type="checkbox"/> Office <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Meeting Rooms<br><input checked="" type="checkbox"/> Conference/Professional Development Settings  |
| <b>TRAVEL:</b>                           | Moderate travel required.   |
| <b>EQUIPMENT REQUIRED:</b>               | Personal Cell Phone and Personal Vehicle.   |
| <b>TEMPERAMENT:</b>                      | Must be able to: <ul style="list-style-type: none"><li>• develop and foster business relationships with all constituencies; interact well with various publics and individuals.</li><li>• work effectively as a member of a team.</li><li>• be cooperative, congenial, and service-oriented with a positive attitude.</li></ul>   |
| <b>COGNITIVE ABILITY:</b>                | Must be able to: <ul style="list-style-type: none"><li>• maintain confidentiality as required by State and Federal regulations.</li><li>• think and work independently.</li><li>• read and comprehend correspondence, instructions, and the like.</li><li>• handle and prioritize multiple tasks.</li><li>• make decisions on detail work.</li><li>• follow-through to completion of assigned tasks with minimal supervision.</li></ul> |
| <b>LICENSE:</b>                          | Must possess valid driver's license and reliable transportation to/from work.   |
| <b>BACKGROUND CHECKS AND CLEARANCES:</b> | Must possess current, valid Act 34, Act 114, and Act 151 Clearances, as well as completed and acceptable Act 168 background checks.   |

**OTHER REQUIREMENTS:** Upon hire, all new employees must obtain a certificate of medical examination as well as a tuberculosis test as required under Chapter 14 of the Public School Code, 24 P.S. §§14-1416, 14-1418; 22 Pa Code §49.12(b) (regarding education); and 28 Pa Code §23.44 (regarding health and safety).

**COMMENTS:**

The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the description, as jobs are analyzed and modified.

The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the CAIU Human Resources Department of any and all reasonable accommodation requests.

**The CAIU is an equal opportunity employment, educational and service organization.**

Form Revised 6/1/15

1<sup>st</sup> Reading – 4/28/2016  
2<sup>nd</sup> Reading - 5/26/2016