



## **Job Description Social Worker**

### **POINTS OF INTEREST**

- Four- day work week: Focus is open Monday through Thursday;
  - Stable, successful school environment with over 12 years of successful academic offerings
  - Professional, effective, friendly staff and administration
  - Administrative staff members are former teachers
- Full-time with excellent retirement benefits (STRS), health, dental, life, and vision insurance

### **PRIMARY RESPONSIBILITY:**

Promotes maximum development of all students by prevention/alleviation of problems that interfere with the tasks of learning through knowledge of human behavior, social systems and social work skills.

### **POSITION SUMMARY**

The School Social Worker is a full-time, non-supervisory position. The School Social Worker works to reduce barriers to education. The School Social Worker will work with the faculty, staff, community, and family to assist students with social, emotional, behavioral, and academic concerns. The School Social Worker will provide various individual and group services to meet the needs of the student population. The School Social Worker will also serve on the Administrative Team of the school and bring expertise to the educational process with an in-depth understanding of the psychosocial development of students and how the influences of family, community, and cultural differences. The School Social Worker reports to the Supervisor of Support Services and the School Director.

A School Social Worker, or Licensed School Social Worker, is responsible for supporting students and advocating for their emotional, mental, and physical well-being. Their duties include counseling students, connecting at-risk youth with helpful resources, assisting in the development and maintenance of the 504, and conducting home visits to provide additional support.

### **ESSENTIAL JOB FUNCTIONS**

- Uses assessment skills to determine the special needs of students.
- Provides input for program planning and evaluation and contributes to the development of departmental and system-wide policies.
- Employs appropriate social work methods in situations affecting the student's

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150

FOCUS LEARNING ACADEMY SOUTHWEST • 190 SOUTHWOOD AVE. • COLUMBUS, OH 43207 • (614) 545-2000

FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430

FOCUS LEARNING ACADEMY • (614) 322-7990 • [WWW.FOCUSLEARN.ORG](http://WWW.FOCUSLEARN.ORG)



educational progress.

- Maintains an advocacy role to ensure that the student's educational, social, emotional, and material needs are met by established laws, rules, and regulations.
- Provides consultation and in-service experiences for teachers and staff and engages in the mutual exchange of information with community agencies.
- Serves as a liaison between home-school communities and promotes effective resource utilization and positive relations with various publics.
- Organizes time, resources, and workload to meet responsibilities and maintains accurate case records and documentation.
- Shows evidence of professional growth and development and adheres to a professional code of ethics.

### **ADDITIONAL JOB FUNCTIONS**

- Member of the administrative team
- Conduct an assessment of student needs and issues
- Duties include promoting regular school attendance, conducting home visits when needed, advocating for students
- Provide culturally competent services
- Conduct groups as needed for topics such as self-esteem, anger management, impulse control, social skills, pregnancy prevention, parenting, and substance abuse
- Provide crisis intervention services as needed
- Provide short/long-term case management services to individual students, documenting as appropriate
- Resource person and refer to community agencies as appropriate, coordinating of services
- Assist in developing and implementing maternity plans for appropriate students
- Report suspected child abuse/neglect to appropriate authorities
- Oversee and intervene in issues of attendance for students; assisting as needed to ensure daily attendance
- Promote parental involvement in the schools
- Serve as a liaison between the school/family/community
- Participate in referrals and case management of students/families involved in the court system
- Identification of barriers to educational achievement

### **MINIMUM TRAINING AND EXPERIENCE**

BA or master's degree in social work from a CSW (Council on Social Work) accredited University.

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150

FOCUS LEARNING ACADEMY SOUTHWEST • 190 SOUTHWOOD AVE. • COLUMBUS, OH 43207 • (614) 545-2000

FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430

**FOCUS LEARNING ACADEMY • (614) 322-7990 • WWW.FOCUSLEARN.ORG**



### **SPECIAL REQUIREMENTS**

Must be licensed in the State of Ohio for social work, counseling or in a related area.  
Must be eligible or possess Social Work Certification.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copies, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including educational and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; utilize decimals and percentages; and apply the principles of descriptive statistics, statistical inference, and statistical theory.

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150

FOCUS LEARNING ACADEMY SOUTHWEST • 190 SOUTHWOOD AVE. • COLUMBUS, OH 43207 • (614) 545-2000

FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430

FOCUS LEARNING ACADEMY • (614) 322-7990 • [WWW.FOCUSLEARN.ORG](http://WWW.FOCUSLEARN.ORG)



**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergencies.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas using spoken words. Hearing: perceiving the nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of human behavior, social systems, and social work skills.

General knowledge of the principles of organization and administration.

General knowledge of Ohio Standard Course of Study. Skill in counseling, motivating students, and talking with parents.

Ability to manage culturally sensitive topics.

Ability to coordinate the efforts of support services personnel and outside agencies.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150

FOCUS LEARNING ACADEMY SOUTHWEST • 190 SOUTHWOOD AVE. • COLUMBUS, OH 43207 • (614) 545-2000

FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430

FOCUS LEARNING ACADEMY • (614) 322-7990 • [WWW.FOCUSLEARN.ORG](http://WWW.FOCUSLEARN.ORG)



**To Apply:**

Please email your résumé to [tiffany.delong@focuslearn.org](mailto:tiffany.delong@focuslearn.org)

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150  
FOCUS LEARNING ACADEMY SOUTHWEST • 190 SOUTHWOOD AVE. • COLUMBUS, OH 43207 • (614) 545-2000  
FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430

FOCUS LEARNING ACADEMY • (614) 322-7990 • [WWW.FOCUSLEARN.ORG](http://WWW.FOCUSLEARN.ORG)