JOB STATUS
FLSA Status: Non-Exempt
Classification: 9 ½ -Month Position
Department: Student Services / Social Work/Counseling
Reports To: Student Support Services Coordinator

SUMMARY
The Minnesota Internship Center School Social Worker promotes and enhances the overall academic mission by providing services that strengthen home/school/community partnerships and alleviate barriers to learning. Specific areas of duties include: Special Education, provide advocacy for students, social work intern recruitment and supervision, truancy initiatives, being an effective school team member working with all service providers and staff, and supporting students on a daily and as needed basis. The School Social Worker/School Counselor significantly contributes to the development of a healthy, safe and caring environment by advancing the understanding of the emotional and social development of students and the influences of family, community, socioeconomics, and cultural differences on student success, and by implementing effective intervention strategies.

DUTIES AND RESPONSIBILITIES
Special Education Responsibilities:
• School Social Workers/School Counselors assist mainstream and special education teachers and administrators in fulfilling their duties and responsibilities with all special education students.
• Services may also include school intervention strategies, behavioral management, in-service activities, and program evaluation. All such services are intended to help school staff recognize and provide for the individual differences and needs of all children.
• Complete Social Worker/ Counselor portions on all special education evaluations
• Provide service minutes for student with social work/ counseling services on their IEP's
• Assist in writing positive behavior intervention plans and behavior goals when requested

General Education Responsibilities:
• Social Workers/ Counselors participate in screening, evaluation, and/or intervention with at-risk youth (16 to 21 years old) suspected of having emotional, social, behavioral, and/or learning difficulties. In addition to contact with these persons, assistance may also involve consultation with parents, siblings, teachers, school psychologists, school administrators, and appropriate non-school personnel to inform, as well as advise on issues of student functioning and needs.
• Work cooperatively with teams to provide appropriate programming for students. Facilitate gaining access to social services for students and families.
• Maintain communication with members of the educational team concerning academic and behavioral progress.
• Responsible for organizing and conducting regular child find meetings and documentation.
• Provide student triage services for high need students utilizing teams of support staff both within MNIC and with community providers.
• Run social-emotional groups in response student needs identified on health surveys

Crisis Management
• Provide emergency services to students in crisis for housing, mental health, safety, etc.
• Provide support to escalated students when re-integration into the classroom is possible
• Serve as a mandated reporter, provide suicide assessment and response, including safety planning and referral to crisis services, and other crisis response to mental health needs
### Attendance
- Develop strategies and interventions in response to truancy
- Serve as school representative at Truancy hearings
- Work with all staff in tracking suspension/excused absences as they affect Truancy
- Respond to parent concerns regarding truancy steps

### Other Job Functions
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends job-related training activities as appropriate
- Adheres to the attendance policy established by the school
- Performs other duties as assigned for the purpose of meeting student and district needs
- Participate as a member of the Student Support Services Team
- Be involved in writing grants to secure resources
- Performs other comparable duties of a like or similar nature as assigned.

### MINIMUM QUALIFICATIONS
- **Education/Knowledge:**
  - EITHER: Licensed through MN Board of Social Work as a LGSW or LICSW social worker. Licensed as a School Social Worker by the MN Department of Education
  - OR: A valid Minnesota School Counselor’s License
- **Experience:** Previous school social work/ school counseling or similar experience, experience with youth and minority youth
- **Interpersonal Skills:** Often works cooperatively with students, parents, co-workers, management, and the general public from varied educational and cultural backgrounds (approximately 26 – 50% of the work day). Interaction may require providing advice to others outside of direct reporting relationships, talking directly with others to determine/improve level of satisfaction with new changers; and/or looking at a situation from more than one point of view. Communication may occur in either written or verbal format. Persuasion may be necessary to gain cooperation and acceptance of ideas.
- **Abilities:** Exercises independent thinking and judgment within the limits of established policies and standards.

### PHYSICAL DEMANDS
In an eight-hour day, an employee in this position can expect that they may have to perform the following:
- **Standing/Walking:** 1-3 Hours/Day
- **Sitting:** 5-8 Hours/Day
- **Communicating Orally:** 5-8 Hours/Day
- **Hearing:** 5-8 Hours/Day
- **Seeing/Visual Acuity:** 5-8 Hours/Day
- **Using Hands for Repetitive Movement:** Yes, Grasping, Pushing/Pulling, Fine Manipulation
- **Using Feet for Repetitive Movement:** No
- **Driving:** Frequently
- **Bending:** Occasionally
- **Squatting:** Occasionally
- **Climbing Stairs:** Occasionally
- **Lifting:** Occasionally
- **Type of Lifting:** Light work, lifting 20 pounds occasionally.
WORK ENVIRONMENT
While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is sometimes high.

EXPECTED BEHAVIOR
The employee is expected to embrace, support, and promote the school’s values, beliefs, and culture, which include but are not limited to the following: high ethical standards, active participation in teamwork, strong safety principles and safety awareness, and active participation in school-wide activities. These traits are not basic job requirements, but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply
Please send resume and cover letter to Jodi Grisdale, Student Support Services Coordinator, at jgrisdale@mnic.org.