



Job Title: Social Services Specialist – Site Level

Department: Student and Family Support Services
Reports To: Building Principal and Student Engagement Coordinator
Grade: BG-05
Number of Days: 190
Security Access: Building Site
Current Date: January 12, 2015
Overtime Status: Exempt

Job Objectives:

The Social Services Specialist works with a multidisciplinary team to build and maintain a cohesive, caring and inclusive school community with tiered supports for addressing behavioral and mental health needs. This position requires the monitoring of student data to identify social, behavioral and mental health supports needed to eliminate barriers to learning and enhance the academic success of students. The Social Services Specialist assists students and their families to connect with resources inside and outside the school to meet their unique needs. This licensed professional is available to provide short-term individual and group therapy and support school staff members in working more effectively with the school’s student population.

Minimum Qualifications:

- Master’s degree in Social Work, Counseling, or related field.
- Oklahoma licensure or under supervision for licensure as one of the following:
 - Licensed Master’s Social Worker (LMSW)
 - Licensed Social Worker (LSW)
 - Licensed Clinical Social Worker (LCSW)
 - Licensed Professional Counselor (LPC)
 - Licensed Marriage and Family Therapist (LMFT).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Use a variety of data to assess and identify student needs that are barriers to student success in the school environment.
- Provide short-term direct counseling services to students, as needed.
- Coordinate and/or implement targeted skills-groups for at-risk students as needed.
- Collaborate with community agencies to coordinate resources and services for students.
- Address chronic absences and barriers to regular student attendance for those who are chronically absent.
- Provide crisis intervention services.
- Provide conflict resolution services.

- Participate in case conferences with other school specialists.
- Guided by a variety of data, coordinate and/or implement prevention programs.
- Serve as a liaison between the school/family/community.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of TPS policies and procedures as well as campus and community resource availability.
- Knowledge of social work theory, knowledge of programs available to meet a range of mental health, health, academic, and social service needs, and knowledge of state, local, and federal laws impacting the lives of students (e.g., laws regarding confidentiality, laws regarding child abuse and neglect).
- Ability to work effectively within a multidisciplinary team.
- Knowledge in the areas of group dynamics and processes.
- Knowledge in the areas of risk assessment and crisis response.
- Ability to provide short-term individual and group therapeutic services.
- Ability to organize and facilitate meetings in a professional manner.
- Intrinsic motivation, persistence, and excellent communication skills.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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