

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

School Social Worker / Treatment Coordinator

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Holds valid New Jersey Standard Educational Services Certificate with a School Social Worker Endorsement, in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

SUPERVISES:

The district's student in-patient/out-patient placements along with the social, emotional, and academic programming of students.

JOB GOAL:

To provide ongoing emotional, behavioral, and academic support of at-risk students.

PERFORMANCE RESPONSIBILITIES:

1. Assesses students' mental health and/or involvement with substance abuse and makes appropriate referral to treatment facilities when necessary.
2. Coordinates at-risk students in appropriate mental health and substance abuse facilities.
3. Works in cooperation with district and out-of-district resources to support students' educative and social/emotional needs.
4. Communicates with outside agencies involving mental health and substance abuse treatment concerns (during placement and upon return).
5. Coordinates the development of educational plans and collects data for students attending mental health and/or substance treatment facilities.

6. Coordinates the educational plans and collects data for students in out-patient programs.
7. Conduct support groups for students within the district.
8. Facilitates professional development of staff through individual and group inservice experiences.
9. Plans and conducts programs to prevent substance abuse (in conjunction with SAC), improve community health, and counseling services.
10. Coordinates and/or presents workshops and courses regarding mental health issues.
11. Proactively works with identified students deemed at-risk.
12. Assists with the Anti-Bullying Program as assigned by the Principal and may participate on Intervention and Referral Services Team
13. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
14. Guides students in the development of skills and strategies for dealing with their problems.
15. Prepares and maintains all confidential treatment records and reports.
16. Counsels students individually and in group sessions, to assist in overcoming dependencies; adjusting to life challenges; and making healthy changes; and developing coping/resiliency skills.
17. Serves as a liaison among Guidance, Child Study Team, and SAC regarding at-risk students and administrators.
18. Coordinates and maintains comprehensive DYFS and mental health statistics for the school.
19. Acts as student advocate to coordinate required services or to resolve emergency problems in crisis situations.
20. Refers students or family members to community resources or to specialists as necessary.
21. Counsels family members to assist them in understanding, dealing with, and supporting their children.
22. Evaluates the effectiveness of counseling programs and students' progress in resolving identified problems and moving towards defined objectives.
23. Modifies treatment activities and approaches as needed to comply with changes in students' status.
24. Learns about new development in field by reading professional literature, attending courses and seminars, and establishing/maintaining contact with other social service agencies.
25. Coordinates and/or presents workshops and seminars/courses about mental health issues.

TERMS OF EMPLOYMENT: Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ADOPTED: March 26, 2013

**AMENDED/ APPROVED BY THE RFH BOARD OF EDUCATION:
April 11, 2022**