



JOB DESCRIPTION

I. Title: Mental Health Social Worker

II. Qualifications:

- A. Valid New Jersey Educational Services Certificate with a School Social Worker Endorsement
- B. Demonstrate knowledge of mental health and substance abuse needs, counseling and staff development.
- C. Minimum experience as determined by the board
- D. Ability to work effectively with students, staff, parents, outside agencies and community groups
- E. Required criminal background check and proof of U.S. citizenship or legal alien status
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

III. Primary Function: Provides counseling services to meet the needs of students experiencing difficulty in school programs or settings. Provides 504 case coordinator services along with counseling and social skills services to identified at-risk 504 students. Provide leadership in conjunction with the administrative team for implementation of policies and procedures, program planning and wellness education regarding mental health, threat assessments, risk-assessments, crisis events, substance abuse.

IV. Reports to: Director of Special Education

V. Major Duties and Responsibilities:

Direct Assistance to Students and Parents

- A. Assesses students' mental health and/or substance abuse needs and makes appropriate referral to treatment facilities when necessary.
- B. Works in cooperation with treatment facilities, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
- C. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of mental health intervention and options.
- D. Provides short-term counseling or group counseling for students with mental health or substance abuse concerns.
- E. Implements and coordinates parent education programs related to mental health, substance awareness, and other wellness-related issues.

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- F. Collaborates with administrators, teachers, staff and family members as the 504 case coordinator along with providing direct counseling and social skills services to identified at-risk 504 students.

Districtwide Duties

- A. Provide leadership for programs on the Implementation of threat assessments, risk-assessments, crisis events. Conduct risk assessments, threat assessments and referral for services to support the student.
- B. Provide leadership, in conjunction with the superintendent for implementation of post-crisis event procedures as needed.
- C. Assists in the coordination of supplemental programs and guest speakers.
- D. Assists in the research, review, and development of instructional materials for possible purchase and use.
- E. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for mental health or substance abuse; coordinates a referral system with local, state and other services, providers or agencies.
- F. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
- G. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
- H. Maintains a continuing review of statutes and codes related to mental health, substance abuse, and wellness-related issues.
- I. Assists with the development and annual review of policies and procedures regarding mental health, substance abuse, wellness-related education, and recommends changes to administration.

Interaction with Other Staff and with Community Groups

- A. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
- B. Assists in the design of staff development related to mental health education.
- C. Provides in-service education for all teachers and staff responsible for the delivery of wellness education.
- D. Serves as a resource to district personnel on mental health and substance awareness/abuse issues.
- E. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
- F. Serve as the District's liaison to the Quad Wellness Committee
- G. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

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- VI. **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII. **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.