

## **JOB DESCRIPTION**

***JOB TITLE: Family Service Worker (8238)***

### **Job Summary:**

Provides student and family social work support to a caseload of at-risk students of all grade levels. Works with complex cases to identify needs and provide specialized support services.

### **Essential Job Functions:**

- ▶ Identifies the needs of students and families.
- ▶ Makes recommendations remediating needs of students and families.
- ▶ Refers students and families to specialized support services to access services to remediate needs.
- ▶ Assists students and families to resolve personal and family problems.
- ▶ Communicates with families, staff, and agency personnel to share information and obtain the best possible services.
- ▶ Maintains appropriate records preserving a history of services provided to students and families.
- ▶ Transports self, students and families making home visits, visiting schools and social agencies.

### **Essential Job Requirements - Qualifications:**

**Experience Required:** One and one half years of experience working with Social Services Support to families of at-risk students.

### **Skills, Knowledge and/or Abilities Required:**

- ▶ **Knowledge of:**
  - case management;
  - social services programs;
  - parent education programs;
  - life skills programs;
- ▶ **Skills to:**
  - identifies family problems;
  - prepare and implement case management plan;
  - use community resources to best serve family needs;
- ▶ **Ability to:**
  - manage a case load;
  - read, interpret, and apply laws, rules and regulations;
  - communicate with people of various backgrounds;

### **Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ 30 semester units in Social Welfare, Social or Human Services, Sociology or other Behavioral Sciences preferred.

### **Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.

### **Other Specialized Requirements:**

- ▶ Bilingual (Spanish) preferred.

**FLSA Status:** Non-Exempt

**Revised August 2001**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.