**School Social Worker**

**Classified**

**Reports to: Director of Special Services and Accountability**

**Summary:** The School Social Worker will provide a full range of services to students who need additional support. As a key member of the district support team, they will partner and collaborate with School Administrators, Special Education Directors, Guidance Counselors, and Teachers to develop and implement plans that provide specialized support for selected students throughout the course of the school year.

**Essential Duties and Responsibilities:**

* Help students function in the school environment
* Assess areas in which students may require assistance or counseling
* Communicate with parents, teachers, and administration
* Maintain accurate case files and reports to track student progress
* Participate in the Individual Education Plan (IEP) process as necessary
* Complete Medicaid billing
* Other duties may be assigned

**Competency:**

**To perform the job successfully, an individual should demonstrate the following competencies**

* Time management- must meet the mandated student minutes of service as outlined in IEP
* Interpersonal skills- must maintain confidentiality regarding student information
* Ethics- must work with integrity
* Adaptability- must be able to change work day to respond to crisis situations
* Attendance/ Punctuality- must consistently come to work and be on time
* Dependability- must take responsibility for one’s own actions
* Planning/Organizing- must use time efficiently by planning and prioritizing work activities
* Professionalism- must treat others with respect and consideration regardless of their status or position
* Quality- must demonstrate accuracy and thoroughness; applies feedback to improve performance
* Quantity- must meet productivity standards and complete reports and billing in a timely manner

**Qualifications**

* Must possess a valid Social Work or Counselor License from the State of Ohio
* Must possess knowledge of Medicaid Billing systems
* Must have an understanding of the IEP process
* Should have a working knowledge of agencies and services in Geauga County

**Interested persons should email cover letter and resume to Donna Cook at:** donna.cook@geaugaesc.org