



Dallas Independent School District

Position Description

Position Title: Student Support Case Manager

DATE REVISED:	May 2013	JOB NAME:	6910.SOCIAL WORKER.N/A.ADMN		
EXEMPT STATUS:	Exempt	NO. OF DAYS:	Varies	GRADE:	Professional Support
DIVISION:	Student Support and Special Services				
DEPARTMENT:	Psychological and Social Services				
REPORTS TO:	Social Workers Supervisor				
SUPERVISES:	None	DIRECTLY:		INDIRECTLY:	
EDUCATION:	Master's Degree in Social Work from an accredited university, valid Texas License as a Licensed Master Social Worker (LMSW) granted by the Texas State Board of Social Work Examiners.				
EXPERIENCE:	Two to four years of experience providing psychological and social services within a school setting, or the equivalent in specialized clinical knowledge and advanced clinical skills in the areas of assessment and treatment of emotional and behavioral disturbances in children.				

POSITION FUNCTION/PURPOSE:

Facilitate the implementation of an individual evaluation for students by providing follow-up with parents and scheduling appointments for the evaluation. Coordinate with other professionals in a multi-disciplinary approach to evaluate students.

MAJOR RESPONSIBILITIES:

1. Provide psychosocial assessments for treatment of mental, emotional, behavioral and academic difficulties.
2. Provide short term crisis intervention and grief counseling.
3. Provide individual, group and family counseling to students to help address barriers to academic success.
4. Provide regular updates of progress to other mental health professionals, within DISD and outside mental health agencies.
5. Complete assessments and or collaborate with school counselors regarding high risk suicidal and violent students.
6. Provide psychological and social services referrals to students and families.
7. Assist teachers and administrators preparing appropriate behavioral intervention/treatment plans for student referrals.
8. Provide consultation to school personnel and parents regarding the psychological, social and

academic needs of students.

9. Provide home visits/meet with families to understand and address the emotional and social barriers to learning.
10. Develop/facilitate/coordinate prevention and intervention activities to remove social/emotional barriers to increase academic success.
11. Facilitate family, school, and community collaboration.
12. Facilitate parent trainings as needed.

SUPERVISORY RESPONSIBILITIES:

Directly supervises none.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

- Demonstrated ability to develop and implement evidence based treatment plans for children experiencing academic, behavioral and emotional difficulties.
- Current knowledge and application of school social work research and best practices
- Competence in consultation skills, family systems, crisis intervention, individual and group counseling techniques.
- Experience and application of social work theory and values to enhance social and psychosocial functioning of the children and families served.
- Ability to interface effectively with students, staff, parents and the community
- Excellent organizational, communication, interpersonal skills.
- Ability to prioritize are required to achieve the goals of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform *the essential functions* of this job. Reasonable accommodations will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; communicate verbally and electronically; and use hands to finger, handle, or feel objects, tools, or controls. Occasionally required to stand and move throughout the building and/or to other facilities. Frequently required to reach with hands or arms, stand, and drive. Occasionally required to stoop, kneel, crouch, and/or crawl. Frequently required to lift or exert force of up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing *the essential functions* of this job:

The noise level in the work environment is usually moderate. Regularly required to travel to facilities within the district

