

**Job Title: Preschool Social Worker (in collaboration with Social Services) – Johnson Elementary School**

**Primary Function:**

Practices responsible, professional social work and case management in a team environment in the support and assistance of families of preschool students attending one elementary school with personal, social, health, educational and economic needs; empowers the family to the highest level of self-sufficiency; does related work as required.

**Essential Functions:**

- Plans and implements a process for parent and family involvement in preschool inclusive of family night, field trips, special events, etc.
- Assists in the recruitment, application and selection process, and registration of preschool students.
- Collaborates with preschool teachers to provide early childhood intervention.
- Assures follow-up with preschool families.
- Works collaboratively within multiple systems inclusive of schools, DSS, families and community.
- Recruits, engages and provides services to families on a voluntary basis through school and other referrals.
- Develops comprehensive assessments of the strengths and needs of clients/families.
- Counsels families in the development of a responsible service plan based on the assessment.
- Assists and supports families in their use of agency, school and other resources.
- Provides direct support and counseling by teaching family problem-solving strategies and providing tools for families to address areas of need.
- Maintains professional confidential case records according to state and federal law and policy.
- Provides accurate and timely updated entries into the required information systems.
- Advocates for families in the educational process.
- Participates in the identification of social problems and advocates for the development of needed resources.
- Interprets agency programs and policies to other agencies and the community.
- Attends and participates in related departmental and faculty meetings and trainings.

**Qualifications:**

Graduation from an accredited college or university with major work in social work, counseling, psychology, health, child development, or related field and some field experience. Special requirements: Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia. Must be willing to work beyond regular working hours.

**Knowledge, Skills and Abilities:**

General knowledge of social, economic and health problems; knowledge of child development and parenting practices including early childhood curriculum and instruction; general knowledge of social institutions and the methods of the helping process including adult learning; general knowledge of individual and group behavior; ability to identify social problems and needs and to assess the ability of individuals and families to utilize services in problem solving; acceptance of rights, responsibilities and differences of others; ability to work effectively through counseling and other methods with individuals and families in helping them solve their problems; ability to plan and organize work; ability to understand and interpret laws, policies and regulations; ability to communicate and establish effective working relationships with families, co-workers, other professional and technical staff, social and community agencies, schools and the general public; ability to prepare reports and maintain records; ability to utilize PC software particularly in Windows, Microsoft Word and ACCESS.