



POSITION GUIDE

Position Title: Home & School Visitor/Social Worker

Code:

Department: Early Childhood & Special Education Services

Group: PROF

Reports to: Program Supervisor

Date:

PURPOSE OF POSITION:

The Home and School Visitor is that professional charged with the responsibility to serve as liaison between the school and home and school and community agency. The Home and School Visitor reports to the Program Supervisor of those special education programs to which assigned.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Acts as liaison between Intermediate Unit programs/classes and the home in cases where specific communication is required beyond that normally carried forth by the teacher.
2. Acts as liaison between Intermediate Unit programs/classes and the various human service agencies in the community, collecting data where necessary, and referring individual cases where directed to do so.
3. Maintains case histories, social summaries and records of children in Intermediate Unit programs by adding anecdotal information as it becomes available and is relevant to the case.
4. Participates in multidisciplinary evaluation team meetings in assigned programs.
5. Performs any staff function as requested by the Program Supervisor but not serve as administrative decision maker or interpreter of Intermediate Unit policy to other professional staff.
6. Performs all other functions and duties as required by the Home and School Visitor and or Supervisor of the special education program to which assigned.
7. Contributes to the effective team management of all problems, issues and opportunities.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

- Education Required: Master’s Degree in Social Work
- Certification Required: Home & School Visitors Certification
- Experience Required: Field work or internship in social casework situation
- Other Qualifications: Knowledge of school system, family system, social agency operation and ability to fit all together. Ability to work with families of children with disabilities in a knowledgeable fashion.

MISCELLANEOUS REQUIREMENTS:

Adheres to the established work schedule through regular and consistent attendance.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

- Activities: Sit: 60%
Walk/stand: 40%
Driving to other locations: as needed
- Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
- Vision: Close concentration
- Mental Demands: Interpret, analyze and problem solve
- Environment: Normal class environment