



JOB DESCRIPTION

I. Title: Mental Health Social Worker

II. Qualifications:

- A. Valid New Jersey Educational Services Certificate with a School Social Worker Endorsement
- B. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- C. Minimum experience as determined by the board
- D. Ability to work effectively with students, staff, parents, outside agencies and community groups
- E. Required criminal background check and proof of U.S. citizenship or legal alien status
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

III. Primary Function: Provides counseling services to meet the needs of students experiencing difficulty in school programs or settings. Provides leadership in the development, implementation and coordination of a comprehensive wellness education aligned to NJ Student Learning Standards and researched-based practices.

IV. Reports to: Director of Special Education

V. Major Duties and Responsibilities:

Direct Assistance to Students and Parents

- A. Assesses students' mental health and/or substance abuse needs and makes appropriate referral to treatment facilities when necessary.
- B. Works in cooperation with treatment facilities, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
- C. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of mental health intervention and options.
- D. Provides short-term counseling or group counseling for students with mental health or substance abuse concerns.
- E. Implements and coordinates parent education programs related to mental health, substance awareness, and other wellness-related issues.

MENTAL HEALTH SOCIAL WORKER

Districtwide Duties

- A. Assists in the coordination of supplemental programs and guest speakers.
- B. Assists in the research, review, and development of instructional materials for possible purchase and use.
- C. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for mental health or substance abuse; coordinates a referral system with local, state and other services, providers or agencies.
- D. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
- E. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
- F. Maintains a continuing review of statutes and codes related to mental health, substance abuse, and wellness-related issues.
- G. Assists with the development and annual review of policies and procedures regarding mental health, substance abuse, wellness-related education, and recommends changes to administration.

Interaction with Other Staff and with Community Groups

- A. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
- B. Assists in the design, implementation and coordination of staff development related to mental health education.
- C. Provides in-service education for all teachers and staff responsible for the delivery of wellness education.
- D. Serves as a resource to district personnel on mental health and substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
- E. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
- F. Provides coordination of school-based prevention programs with community-based prevention programs.
- G. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
- H. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

VI. **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VII. **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.