

---

---

**SCHOOL SOCIAL WORKER INTERN**

**Definition:**

Under the general supervision of a certificated School Social Worker (MSW, PPS) and the general direction of the Special Education principal, provide mental health services to schools, including counseling and consulting to assist in meeting the social, emotional and educational needs of students in special education programs being serviced by the Sonoma County Office of Education.

**Distinguishing Characteristics:**

- Consult with teachers, administrators, specialists, agency and district personnel and parents;
- Counsel students; coordinate behavior management programs.

**Supervision Exercised and Received:**

General direction is provided by the Special Education principal.

**Examples of Duties and Responsibilities:**

Duties and Responsibilities may include, but are not limited to, the following:

- Identify and implement age and need appropriate mental health services including classroom lessons, small group interventions, individual counseling and behavior coaching;
- Develop student goals and objectives;
- Participate in IEP meetings, as required;
- Provide written reports analyzing, interpreting and summarizing, observations and information from school personnel, students and parents;
- Act as liaison between public and private agencies and county programs;
- Develop, coordinate and provide in-service training to staff, parents, agency and district personnel
- Maintain professional competencies in areas of responsibility;
- Maintain contact with and participate in professional job related organizations and serve as a liaison to professional groups;
- Perform related duties as assigned.

**Employment Standards:**

Knowledge of:

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility for special education;
- Principles, practices, methods and strategies applicable to special education curriculum development and strategies for implementation;
- Mental Health Services and educational techniques, tests, materials, methods, theories and trends in assessment and identifying a typical student learning and behavior characteristic.

Ability to:

- Counsel students and parents in individual and group situations;
- Select and apply appropriate social/emotional learning curriculum and programming;
- Write coherent and comprehensive mental health service reports;
- Communicate effectively both orally and in writing;
- Establish effective working relationships with staff, district personnel, other agencies and the public;
- Be flexible and receptive to change;
- Adapt to periodic heavy workload;
- Maintain regular and reliable attendance;

- Identify and implement age and need appropriate mental health services including classroom lessons, small group interventions, individual counseling and behavior coaching;
- Develop student goals and objectives;
- Participate in IEP meetings, as required;
- Provide written reports analyzing, interpreting and summarizing, observations and information from school personnel, students and parents;
- Act as liaison between public and private agencies and county programs;
- Develop, coordinate and provide in-service training to staff, parents, agency and district personnel;
- Maintain professional competencies in areas of responsibility;
- Maintain contact with and participate in professional job related organizations and serve as a liaison to professional groups;
- Perform related duties as assigned.

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor of Arts Degree from an accredited college or university with an emphasis in social work, educational psychology or closely related field;
- One (1) year of fieldwork in an accredited Social Work Program.

Experience:

- At least (1) year experience as a trainee in a school district is desirable;
- A background or experience/interest working with emotionally disturbed and/or severely handicapped students.

Credentials:

- Eligible to apply for an intern credential by meeting the education/experience requirements above.

**Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California drivers license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.