

TRUANCY DIVERSION WORKER (HALF-TIME POSITION)

REPORTS TO: Director of Attendance

QUALIFICATIONS:

- B.S. degree in social work or related field
- Knowledge and skill in casework methods
- Must hold WV Board of Social Work Examiners License
- Three (3) years successful experience as a social worker
- Must have good evaluations and/or recommendations from previous employers/supervisors
- Ability to communicate effectively and work cooperatively with school personnel, students, parents, agencies, law enforcement, and the general public
- Ability to compile notes and write reports
- Excellent oral and written communication skills
- Ability to successfully carry out the responsibilities of the position

RESPONSIBILITIES:

1. Promote regular attendance as stated in WV Code §18-8-4.
2. Report to Director of Attendance to assist in enforcing compulsory attendance law and in working to improve attendance and relations between schools and homes.
3. Assist with truancy-related documentation for court appearances.
4. Conduct monthly, truancy diversion classes in the evening for parents and students.
5. Make phone, postal and/or face-to-face contacts with parents, school administrators, teachers and counselors to schedule required, CA-2 conferences.
6. Conduct conferences with identified at-risk students, potential drop-outs, parents and Student Assistance Teams to provide intervention strategies and support services.
7. Promote pro-active discipline approaches to assist at-risk students who engage in the most intense and frequent discipline problems.
8. Counsel students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance.
9. Lead group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency.
10. Perform other job-related duties as assigned.

EMPLOYMENT TERM: 5 days per week, 3.5 hours per day (prorated for the number of days remaining in the 2013-2014 school term)

SALARY: Teacher's pay scale based upon degree and school-related experience