



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

**Social Services Clinician I
Social Services Clinician II**

**Class Code: 1327, Work Days: 225
Class Code: 1036, Work Days: 225**

GENERAL PURPOSE

Provide professional social services which facilitate the work of staff providing alternative programs to at-risk students; develop and provide an appropriate range of services for at-risk students and their families; identify and coordinate services and opportunities from other agencies and the business community which support the instructional program; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Assess and evaluate student behavior as it relates to academic success and personal well-being.
 3. Network with schools and/or employers, probation officers, and families to obtain information on currently enrolled students.
 4. Work collaboratively with a variety of community agencies to develop placements for the social and educational welfare of students.
 5. Conduct initial interviews and individual, group, and family sessions.
 6. Assist in preparing students to return to their home communities/schools.
 7. Apply the clinical casework approach to identify and solve problems related to student performance.
 8. Precept M.S.W. (Masters, Social Work) interns, B.S.W. (Bachelor, Social Work) interns, or MFT (Marriage, Family Therapist) Trainees/and PPS (Pupil Personnel Services) Interns involved in fieldwork placements with the program.
 9. Support Safe Schools Programs/Grant Activities.
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ESSENTIAL FUNCTION STATEMENTS (cont.):

10. Contact appropriate public and/or private agencies to identify resources which address the individual student's social, educational, and/or vocational needs.
11. Identify and provide staff with resources relating to cultural differences.
12. Provide staff, parents, and students with information on chemical dependency and gang activities.
13. Make referrals to community resources for follow-up casework care.
14. Provide crisis response services as appropriate
15. Participate in group supervision
16. Must demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and function as required.

Social Services Clinician II

In addition to the Essential Functions for Social Services Clinician I:

1. Develop Internship Program with local universities
2. Supervise B.S.W. interns, M.S.W. interns or MFT Trainees/and PPS Interns involved in fieldwork placements with the program.
3. Act as lead for Safe School Programs/Grant Activities
4. Supervise and provide crisis response services as appropriate
5. Facilitate group supervision
6. Carry on-going caseload as defined by BBSE

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Clinical information contained in Diagnostic and Statistical Manual of Mental Disorders (DSM)
2. Multi-ethnic and cultural differences.
3. Dynamics of the gang culture.
4. Chemical dependencies and addictions.
5. Casework, school social work, school counseling, and therapy.
6. Large and small group counseling presentations.
7. Available referral agencies and resources within the county.

Ability and Skill to:

1. Obtain student data through personal interviews; and develop systematic and concise files and records of such data.
2. Assess, evaluate, and refer students to community services agencies when necessary.
3. Precept M.F.T., M.S.W. and/or B.S.W. interns
4. Provide court-ordered social services.
5. Facilitate large and small group counseling presentations.
6. Participate as a casework team member.
7. Modify students' interpersonal skills.
8. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
9. Establish and maintain effective working relationships with various constituencies.
10. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
11. Prepare clear and concise correspondence, reports, and other written materials.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Social Services Clinician II**In addition to Qualifications for Social Services Clinician I:****Ability and Skill to:**

1. Obtain student data through personal interviews; and develop concise file and records of such data.
2. Assess, evaluate, and refer students to community services agencies when necessary.
3. Facilitate large and small group counseling presentations.
4. Supervise M.F.T., M.S.W. and/or B.S.W. interns
5. Provide training to administrators, teachers, staff.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Master's degree in Social Work and two (2) years of experience as a Clinician in clinical work providing services to adolescents exhibiting high-risk behavior (i.e. chemical addiction, gang involvement, teen pregnancies, anti-social behavior, etc.).

Social Services Clinician II

In addition to Education, Training and Experience for Social Services Clinician I:

A valid license to practice as a Clinician in the state of California and two additional years of experience as a Clinician providing services to adolescents exhibiting high-risk behavior (i.e. chemical addiction, gang involvement, teen pregnancies, anti-social behavior, etc.).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with moderate to high pressure.

12/16, 7/17