

PORTLAND PUBLIC SCHOOLS

Human Resources

501 North Dixon Street • Portland, OR 97227

Office: (503) 916 8544 • Fax: (503) 916 8107

Email: hronline@pps.net • Website: www.pps.net

- x Provides staff consultation on trauma informed practice and behavioral/emotional/environmental issues affecting student participation in the learning process.
- x Works to support staff with self care and issues related to vicarious trauma.

ADMINISTRATION MANAGEMENT:

- x Organizes time, resources and services to meet workload demands.
 - o Plans a schedule of activities.
 - o Makes and accepts referrals.
 - o Provides follow up and feedback.
- x Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.
 - o Documents information to substantiate circumstances relating to pertinent events.
 - o Maintains required clinical records and submits appropriate documents.
 - o Prepares timely and accurate reports and data.
 - o Maintains adequate case records.
 - o Uses established reporting channels and procedures.
 - o Abides by Social Work Code of Ethics pertaining to confidentiality of information.
- x Outreach to increase supports for students, which may

- x Cultural Awareness Schools social workers shall ensure that students and their families are provided services within the context of multicultural understanding and competence.
- x Advocacy Schools social workers shall engage in advocacy that seeks to ensure that all students have equal access to education and services to enhance their academic progress.

EDUCATION, TRAINING, EXPERIENCE:

- x The required academic degree is a Master of Social Work from a graduate school accredited by the Council on Social Work Education. Candidates are a TSP Licensed School Social Worker or Licensed Clinical Social Work. Restricted School Social Worker License:
http://arcweb.sos.state.or.us/page/rules/oars_500/oar_584/584_070.html
- x School Social Workers shall meet the provisions for professional practices set by NASW and possess knowledge and understanding basic to the social work profession as well as the local education system.
- x They should be knowledgeable about IDEA and Child Find responsibilities.
- x Knowledgeable about best practices and school mental health practices including alcohol and drug prevention and intervention.

LICENSURE REQUIREMENTS State Board LCSW or Teacher Standards and Practice Commission Personnel Services

national or ethnic

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