

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Case Manager – Special Services

**FLSA:** Exempt

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### GENERAL SUMMARY

Assists the Special Services Department in ensuring the success of all special education students in the school district by acting as a liaison between the home and the school. Reports to the Director of Special Services.

### ESSENTIAL FUNCTIONS

Addresses, through home visits, the problems of behavior, attendance, academics, and service access for special education students. Maintains and completes records of cases processed.

Coordinates and implements social services programs offered within the District. Assists school personnel in identifying and reporting cases of child abuse and neglect to the appropriate authorities and agencies. Assists District administrators as needed to respond to related student problems, needs, requests, issues, etc.

Acts as a liaison with families and community agencies to facilitate problem solving and to coordinate needed services. Provides direction on school and community resources available for helping with home or school problems. Ensures the delivery of appropriate services by identifying student needs and determining the proper program and/or agency that is needed as a resource. Assists in crisis intervention as needed. Encourages parent participation when needed.

Assists in the administration of Medicaid qualification as related to foster or group home placement. Assists in seeking public aid for needy students, to include Medicaid eligibility.

Presents a positive image of the School District of Newberry County at all times.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### **Education and Experience:**

Bachelor's degree, preferably in Behavioral Science or Social Work with at least one year of experience in Social Work functions or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

#### **Knowledge:**

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job, student behavior, conflict resolution, etc. Knowledge of school and community resources available for assisting with home/school problems. Knowledge of the required records, charts, documents, and related information which must be prepared and maintained as a requirement of the job.

**Skills/Effort:**

Advanced organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with district staff. Ability to administer and monitor various social services activities and programs in compliance with all relative federal and state regulations, and district policies, procedures and standards. Ability to work with confrontational people. Ability to use independent judgment and discretion. Ability to instruct others through explanation, demonstration and practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and related information. Ability to develop and maintain effective communications with immediate supervisor, students, parents, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

**Working Conditions:**

Office or home environment that includes contact with students’ families. Direct contact with outside agencies is also prevalent. Physical demands are restricted to office work requiring the movement/lifting items weighing up to twenty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

No direct budgetary or supervisory responsibilities.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____