

SCHOOL DISTRICT NO. 21 OF MARICOPA COUNTY, ARIZONA
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

CLASSIFICATION: Classified

POSITION: **Early Childhood Caseworker**

QUALIFICATIONS: Graduate of an accredited college or university.
Bachelor's Degree or Master's Degree in Social Work.
Bilingual (Spanish) required.
Experience working in the field of Early Childhood Education/Development is highly desirable.
Strong written and verbal communication skills.
Must be computer literate.
Ability to work with professional personnel and parents in a low Supplemental Educational Services community is essential.
Respect for confidentiality of records and communication.

SUPERVISED BY: Primary: Early Childhood Coordinator
Secondary: Family Resource Specialist

POSITION GOALS: The Early Childhood Caseworker must be able to successfully communicate with parents in the community and be able to coordinate and provide referrals for health and mental health services for families and their children. Increase accessibility and enrollment in the health care system including dental services.

SUPERVISES: No one.

DUTIES AND RESPONSIBILITIES:

1. Conduct Parents' Evaluation of Developmental Status screening.
2. Coordinate health and mental health services for families and their children.
3. Make home visits to coordinate services.
4. Determine family needs and refer to the appropriate programs for delivery of services
5. Collect and input data on families served.
6. Attend *First Things First* meetings, staff development training and other meetings as assigned.
7. Measure the development of each child and prepare relative reports on their growth and development.
8. Present a positive image of Murphy School District to parents and convey to them the schools' genuine concern with the education, growth and development of each child.
9. Conduct training as applicable and coordinate parenting classes for families as determined by program.
10. Conduct needs assessment within the scope of responsibilities, support programs, and follow-up on implemented activities as required.
11. Prepare reports and submit in a timely manner as applicable.
12. Perform any other related job tasks upon request of supervisor.

PHYSICAL REQUIREMENTS: Sitting, standing, walking, stooping/bending, some lifting up to 50 lbs.

TERMS OF EMPLOYMENT: 40 hours per week - FT - Benefits
Contingent upon Funding – *First Things First* Grant

EVALUATION: Performance on this job will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of classified personnel.

LOCATION (1) Garcia and Hamilton Schools
(1) Kuban and Sullivan Schools

\$31,000.00 - \$34,500.00 * prorated