



*Anticipated Vacancy within
The Dundee Central School District*

POSITION TITLE: School Social Worker

SALARY RANGE: \$55,000 - 65,000 DOE

JOB DESCRIPTION: Available upon request at the District Office

STARTING DATE: As soon as possible

APPLY TO: Yates County Personnel Office
417 Liberty Street
Penn Yan, NY 14527
<https://mycivilservice.yatescountyny.gov/>

APPLICATION DEADLINE: October 31, 2026

All applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department.

Position Benefits Include:

- Paid leave, including vacation, holidays, sick and personal time.
- Employer provided uniforms.
- Shift pay differential if working second shift.
- Annual wage adjustments.
- Employer-shared health insurance premiums.
- Dental insurance.
- Membership in NYS retirement plan.
- Annual unused sick day payout.
- Longevity pay starting at five years of service.



SOCIAL WORKER (SCHOOL)

Jurisdiction Class:	Competitive
Civil Division:	School
Adopted by PO:	7/13/2000
Revised by PO:	5/24/2022

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing professional social work services to students and their families in school to aid them in coping with social and emotional problems. An employee in this position may serve as a member of an inter-disciplinary team involving administrators, guidance counselors, the school nurse, youth counselor, school psychologist and teachers. The Social Worker functions within specific guidelines and under the supervision of the District Administration. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Consults and collaborates with administrators and with other school personnel in gathering and giving information on a case and in establishing and planning for respective roles in the modification of students' behavior;

Performs casework service with some individual students to correct those personal, social or emotional maladjustments related to their educational and social progress;

Performs casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problem and their knowledge and use of appropriate resources available;

Supervises the referral and coordinates all services of students and serves as liaison with such outside agencies as the Department of Social Services, Probation Department, and other health, welfare and police agencies;

Makes home visits for the purpose of gathering helpful information on a student's background (socio-developmental history) and to ascertain attendance legality;

Serves as the liaison between home and school when follow-up is necessary;

Actively participates in de-escalating student crisis situations;

Assists students directly in their adjustment to school;

Keeps sufficient records of cases for use by school staff members and outside agencies where appropriate (PINS, etc.);

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods, procedures and practices of social casework;

Working knowledge of the nature and causes of mental maladjustments;

Working knowledge of the resources of public and community services and facilities which relate to social work;

Ability to conduct interviews, analyze data and summarize material for case records;

Ability to speak and write effectively;

Good powers of observation;

Emotional maturity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher; AND
- b) Possession of a current valid license as a certified Social Worker issued by the New York State Department of Education.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.