



COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

DÉPARTEMENT DES RESSOURCES HUMAINES HUMAN RESOURCES DEPARTMENT

Internal/External

March 12, 2018

Posting#:FlemP17/18-17

Eastern Shores School Board is currently seeking applicants for the following position:

SOCIAL SERVICE OFFICER

22 hours per week (63%) Supernumerary Measure 15015

Effective Immediately to June 15, 2018

NATURE OF THE WORK

The position of social service officer encompasses, in particular, responsibility for prevention, promotion, screening, support and intervention activities with students and groups of students experiencing or likely to experience emotional, family, social or school problems in order to foster the student's optimal development and restore his or her social functioning in interaction with his or her environment.

SOME CHARACTERISTIC DUTIES

The social service officer contributes to the screening and identification of students experiencing problems, using an approach focussing on prevention and intervention; he or she plans and conducts interviews, makes observations, gathers pertinent information from school or external resources or parents and participates in analyzing data and in determining the nature of the problem.

He or she works with a multidisciplinary team to draw up, implement and review a student's individualized education plan, while taking into account the personal, family, school and social context to help him or her overcome his or her problems as well as to develop and maintain his or her motivation in school; he or she works with other team members to ensure concerted and coordinated interventions and assess the achievement of objectives.

He or she provides advice and support to teachers and to other school resources to better meet the student's needs and to provide necessary support and supervision to ensure the student's progress and success in school.

He or she conducts individual or group counselling sessions with students and ensures follow-up with parents; he or she may refer the student or his or her parents to resources appropriate to the situation and needs; he or she works with representatives of partner organizations.

He or she participates in the preparation, promotion and delivery of screening, awareness-building and prevention programs on topics related to the problems experienced by youths.

He or she advises management staff, prepares expertise, progress and end-of-process reports and formulates appropriate recommendations to support decision making.

He or she may be called upon to help defuse crisis or emergency situations and to recommend solutions.

He or she prepares and updates files according to the rules defined by the school board; he or she prepares progress notes or reports as well as end-of-process and follow-up reports on his or her interventions.

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty, notably social work

Interested candidates should submit their application in writing by April 3, 2018 to:

Human Resources – Eastern Shores School Board

Email: job.opportunity@essb.qc.ca