



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

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DÉPARTEMENT DES RESSOURCES HUMAINES  
HUMAN RESOURCES DEPARTMENT  
INTERNAL/EXTERNAL

July 20, 2017

Posting#: [ANC17/18-P6](#)

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

**SOCIAL SERVICE OFFICER**  
**At The Anchor Adult Education Center**  
**11% (4 hours per week) Supernumerary**  
**Effective September 5, 2017 to June 1, 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

Experience working with individuals who have low literacy skills would be considered an asset.

Interested candidates should submit their application in writing by [August 11, 2017](#) to:

**Human Resources – Eastern Shores School Board**

**Email: [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca)**

Eastern Shores School Board is committed to equal access to employment and encourages applications from Women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.

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