

School Social Worker Denmark School District (32 hours a week/.8)

District McKinney Vento Coordinator:

- Designed mandatory McKinney Vento screener for families to fill out upon enrollment [MKV questionnaire](#)
- If family marks yes to any of the questions indicating transitional living on questionnaire, follow up and assess if meet the legal definition of MKV
- Document all MKV assessments on confidential spreadsheet for documentation of how I came to rationale of identifying or not identifying a family
- If family meets definition of MKV:
 - Fill out Denmark MKV referral form (form was designed by Brown County Social workers so all consistent throughout county) [19-20 Brown County MKV referral \(Denmark\)](#)
 - Send referral form to Kristi Buhr to initiate free lunch
 - Upload student information in confidential homeless tab for state reporting purposes in IC
 - Follow up with family regarding housing resources, develop housing plan.
 - Notify district MKV liaison if student is shared (doubled up in Denmark, attending another school or vice versa)
 - Set up transportation if needed. -
 - Manage gas card agreements with families. Gas card agreement designed by Brown County social workers so consistent across county. [Brown County Gas Card Agreement \(Denmark\)](#)
 - Notify Janelle Marotz of any shared cost or invoices to expect from other districts providing transportation for students residing in our district but attending different school of origin
 - Keep track of Denmark transportation costs and bill out to other districts as appropriate (State statute indicates school of origin and school of residence split costs 50/50)
 - Maintain contact with families as we work together on securing stable housing, addressing barriers.
 - Ensure all addresses are accurate in IC no matter how transient a family may be
- Attend Brown County MKV liaison meetings every three months
- Member of the Starfish grant team (Starfish is allotted funds each school gets based on MKV numbers to purchase basic needs, we get about \$200, I submit requests to GBAPS who holds all the Brown County money, I need to keep track of if money used increased attendance or parent engagement) [UW/Starfish request form](#)
 - Examples of allowable costs: [UW allowable costs](#)
- Attend United Way meetings twice a year to continue to receive Starfish funds
- Attend quarterly MKV liaison webinars with DPI

Attendance:

- Design and maintain all district attendance letters for accuracy
 - [8 day letter](#)
 - [10 day letter](#)
 - [15 day letter](#)
- District administrative assistants run attendance reports every Wednesday and email me all 10 day and 15 day letter students
- If student reaches 15 day status, schedule 15 day meeting with myself and school resource officer
- Document all attendance contacts with family in Personal Learning Plan (PLP) in IC
- Meet with secretaries to go over attendance procedures and codes with SRO to make sure we are uniform across district. (about twice a year or as needed)
- Manage "Attendance Watch List" document that goes to front office staff to ensure they are aware of families that the SRO and myself are monitoring
- Parent and student contact to work to eliminate barriers to compulsory school attendance
- If student is open enrolled, hold 10 day meeting with family and discuss district open enrollment process and potential revocation of open enrollment status
- Attend weekly high school attendance meetings to monitor attendance/truancy or risk of drop out
- Make recommendations to SRO for possible citation. Ensure PLP is up to date with all efforts done by the district before citation was issued.
- Home visits as deemed necessary by myself or SRO (examples being: no call/no show, student on attendance plan and not attending, parent requests assistance in the home to get student to school)
- Communicate attendance plans with appropriate school personnel to work to engage student and family into school community
- Make necessary changes and edits to the [Denmark School District Attendance Policy](#) attendance policy designed and implemented 19-20 school year.

School Based Mental Health (Denmark has two therapists from Baeten Counseling that come weekly:

- Manage referral database where pupil services can make referral of student for school based mental health
- Contact parents to discuss SBMH, gather insurance information, and ascertain what barriers are present that makes SBMH appropriate versus a community referral
- Gather appropriate release of information for Baeten Counseling to make referral
- Fill out [Pre Assessment Screener](#) for Connections for Mental Health (the non-profit agency we are a part of that puts the therapists in the schools)
- Fax all intake paperwork to Baeten Counseling, Baeten Counseling front office alerts me when intake has been scheduled

- Meet monthly with each therapist to discuss their current caseloads and what we see from school perspective
- Manage therapist's calendars: Therapists set schedule, I ensure students have passes and someone to walk them to and from HS for therapy.
- Maintain all data for each quarter and send data to Connections for Mental Health [Example of Quarterly Reporting form \(we report out 4 times a year\)](#)
- Fill out [post assessment screener](#) when student is discharged from services
- Manage waitlist/priority list (If a principal or pupil services disclose that a student is making threats or needs help quickly, I prioritize that intake)

Behavioral RTI coordinator for all buildings:

- Help building counselors implement a behavioral RTI system that works in building

Building Consultation Teams:

- Member of monthly 6th, 7th, and 8th grade student intervention teams (SIT)
 - Follow up with students families as appropriate
- Member of monthly Student Assistance Meeting at the high school
 - Follow up with students and families as appropriate
- Member of ECC learning support teams when appropriate (Lance will invite me if it has to do with basic needs, homelessness, or behaviors)

Case Management

- Provide services to pregnant and parenting teens (childcare assistance, ensure graduation, attendance support, pregnancy support to ensure a healthy pregnancy and pre-natal care is obtained)
- Provide referrals to community resources
- Case management of students that have outside resources. Have parents sign releases and follow up as needed. Coordinate meetings between school and service providers as appropriate. I use [family intake form](#) to keep track of contacts and collaterals
- Teachers/staff will give my name and number to families and I will follow up with families on basic need requests (food, housing, clothing, health care)
- I get weekly report from Chartwells of Negative Lunch Account Balances. If I am working with family or have good relationship I will follow up. Help family apply for free and reduced if appropriate
- Front office staff will reach out to me for families struggling to pay school fees. Case manage and brainstorm resources
- Social Work services written into IEP's when student receiving a lot of community resources and/or I work closely with family. Bill out as appropriate on Accelify for social work time

Group Work:

- Social skills instruction in each EBD classroom

Food Pantry District Point of Contact and CHOW (Cutting out Hunger on Weekends) facilitator:

- Attend 3 yearly Food Pantry board meetings, report out on CHOW numbers
- Sign up families for CHOW, communicate with Our Saviors how many CHOW bags are needed at each school
- Part of sustainability planning to keep CHOW going in district (meetings with church regarding grant writing)
- Provide food pantry dates to families. I can request an emergency box of food from church and get it to family. I can also have food pre-packaged and family can go to pantry and pick it up when convenient for them. I also have it worked out that I can waive a family's Ruby's Pantry fee once a year.

Misc:

- Sit on Achieve Brown County meetings and manage Be Great, Graduate Program with HS/MS counselors
- Consult with staff as appropriate regarding family needs
- Out of home care point of contact:
 - County CPS agency contacts me and alerts me of an out of home placement
 - Make contact with out of home placement provider and social worker on the case to discuss student needs
 - Provide written documentation to the county every six months for a student's permanency plan review
 - Coordinate services with county to ensure student and foster parents needs are met
- CPS reporting. Train staff on mandated reporting responsibilities. Get copies of all CPS reports made across district. Follow up as needed. If screened in make contact with social worker. [Denmark CPS reporting form](#)
- Hand out Christmas Food Baskets donated by Lions Club in December
- Do family match-ups for Christmas time, if a donor contacts me wanting to adopt a family, I get family's wishlist and make sure match is confidential
- Coordinate student transition to/from foster care, corrections, detention, residential treatment
- Member of Pupil Services Team and help determine and coordinate professional development needs of the district related to issues our families are dealing with.
- Manage the district clothing closet, take donations and organize as appropriate
- Manage GoodWill Vouchers (we get \$25 Goodwill vouchers deemed by our free and reduced numbers) I give them to families and have to keep some stats and report to Goodwill each January.
- Liason for Service League's Back to School Store in August (attend Back to School Meetings, sign up families, greet families day of store)
- Member of the District Crisis Team. Crisis intervention across district as appropriate (traumatic events, family crisis, safety, suicidal ideation, self injury,

mandated reports of suspected child abuse or neglect)

- Coordinate with community resources who wish to donate to my “social work fund.” I use funding just like Starfish funding but it is from the Denmark community organizations versus United Way
- Match Big Brothers/Sisters with middle school matches. Monitor matches as appropriate.
- Attend quarterly Brown County CPS meetings with other area social workers (each school send a social worker and we meet with CPS supervisors and discuss policy and/or procedure or staff cases)