

ROLE OF SCHOOLS WELFARE OFFICERS

DESCRIPTION:

This job is both Socially Diagnostic and Coordinative and includes the Schools Welfare Officer (SWO) operating as Healthy Family and Life Education (HFLE) and Special Education Officers (SPO).

The Schools Welfare Officer (SWO) is responsible to the Chief SWO for the implementation of Policies as handed down to the CSWO by Ministry of Education's policy makers and for the delivery of Welfare Programmes as designed by the CSWO.

For the daily execution of duties, the SWO is responsible to the Regional Education Officer/Principal Education Officer.

The SWO is also responsible to the SSWO.

MAIN FUNCTIONS:

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| <p><u>VISITS:</u></p> <ul style="list-style-type: none">▪ School▪ Home▪ Hospital▪ Community▪ Hideout | <p>Visits <u>ALL</u> school within the Region to ascertain the level of attendance.</p> <ul style="list-style-type: none">▪ Home, hospital and other visits must also be made verify the exact status of the child.▪ Monthly reports are then submitted.▪ SWO must obtain approval. |
| <p><u>CASE WORK:</u></p> <p>Service to</p> <ul style="list-style-type: none">▪ Students▪ Parents/Guardians | <p>Makes referrals to SSWO. Employs case work methods.</p> |
| <p><u>CASE WORK INTERVENTION SERVICES:</u></p> <ul style="list-style-type: none">▪ Needs assessment (Financial)▪ Child Neglect▪ Lack of parental supports▪ Underachievement▪ (Psychosocial) | <p>SWO intervenes, Investigates, refers to SSWO find an interim solution.</p> |

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| <p><u>COUNSELLING:</u></p> <ul style="list-style-type: none"> ▪ Student/Pupil ▪ Groups ▪ Family ▪ Teachers <p><u>Re: Psychosocial issues</u></p> <p>e.g: Maltreatment</p> <ul style="list-style-type: none"> ▪ Sexual ▪ Physical ▪ Psychological ▪ Neglect ▪ Truancy ▪ Absenteeism ▪ Disorderly conduct ▪ Substance Abuse ▪ Impact of S.T.Is ▪ Regulatory Matters | <ul style="list-style-type: none"> ▪ Intervenes ▪ Develop Plan ▪ Implements Plan ▪ Reports ▪ Consults SSWO |
| <p><u>CONSULTATION:</u></p> <ul style="list-style-type: none"> ▪ Administrators ▪ Parents ▪ Teachers ▪ Students ▪ Local School Board | <p>Liases with or makes request of SSWO</p> |
| <p><u>REFERRALS</u></p> <ul style="list-style-type: none"> ▪ Parents ▪ Social Work ▪ Agencies ▪ School | <p>Accepts referrals Makes referrals</p> |
| <p><u>INTERVENTION PLAN</u></p> <ul style="list-style-type: none"> ▪ Students ▪ Parents | <ul style="list-style-type: none"> ▪ SWO develops and implements plans to modify behaviour. ▪ Advises, counsels. |
| <p><u>COMMUNITY LINKAGE</u></p> <ul style="list-style-type: none"> ▪ Network with Social Services Agencies. ▪ Community Leaders/Religious | <p>SWO develops and maintains professional Contact.</p> <ul style="list-style-type: none"> ▪ Access support for clients. |

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| <ul style="list-style-type: none"> Leaders ▪ Community Policing Group. ▪ Administrators. ▪ Students ▪ Parents. | |
| <p><u>CHILD ADVOCACY SOCIAL JUSTICE:</u></p> <p>Protecting the Rights of the Child</p> <ul style="list-style-type: none"> ▪ Families <p><u>COURT PREPARATION AND PROCESS:</u></p> <ul style="list-style-type: none"> ▪ Victim ▪ Subject ▪ Parents ▪ Teachers ▪ Community <p>According to the Education Act Part 1 paragraph 10-21.</p> | <p>SWO selects specific individual Case Groups.</p> <p>SWO ensures teachers and H.Ms implements and reinforce.</p> |
| <p><u>CHILD EMPOWERMENT:</u></p> <p>Assists the child to develop psychosocial skills to deal with</p> <ul style="list-style-type: none"> ▪ Conflict/Violence ▪ Anger Management ▪ Learned helplessness | <ul style="list-style-type: none"> ▪ Provides feedback ▪ Networks |
| <p><u>IMPLEMENTATION OF SOCIAL WORK PROGRAMMES:</u></p> <p><u>PARENT EDUCATION</u></p> <ul style="list-style-type: none"> ▪ Parenting skills ▪ Life styles ▪ Communicable diseases ▪ Moral and Standards ▪ Conflict/Violence in school etc. | <p>Plan and outline programmes especially for crisis and behaviour management.</p> <p>Supports SSWO in designing programmes.</p> <ul style="list-style-type: none"> ▪ Select venues, resource persons ▪ Assist SSWO in producing programmes. |
| <p><u>COMMUNITY OUTREACH</u></p> <ul style="list-style-type: none"> ▪ Accessing Services ▪ Accessing Resource Persons ▪ Developing Lectures | <ul style="list-style-type: none"> ▪ Plans and delivers programmes ▪ Liaises with SSWO and Community Leaders. |

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| <ul style="list-style-type: none"> ▪ Networking | |
| <p><u>REPORTS AND PROGRAMMES</u></p> <ul style="list-style-type: none"> ▪ Absentees ▪ Activities ▪ Case Reports | <p>Submits Reports to the Chief Schools Welfare Officer on a monthly basis in collaboration with SSWO.</p> |
| <p><u>OPERATION C.A.R.E TRUANCY CAMPAIGN</u></p> | <p>Support the SSWO in these ventures.</p> |
| <p><u>MEETING/SEMINARS</u></p> | <p>Attends meetings/seminars, staff meetings as instructed by the SSWO. CSWO and the R.Ed.O.</p> |