

### **1.1.3 SOCIAL WORK TECHNICIAN**

**Nature of the work** The principal and customary work of an employee in this class of employment consists in applying social aid techniques designed to promote prevention in matters pertaining to drug addiction, violence, absenteeism, dropping out of school and so on and provide individual or collective assistance to students experiencing related behavioural problems. He or she also helps a student who requires assistance with other problems of a personal, family, social or other nature that could affect his or her behaviour.

#### **Characteristic functions**

The employee in this class of employment works with teachers, the multidisciplinary team and external interveners, as the case may be, to analyze problems submitted to him or her and to participate in the search for appropriate solutions.

He or she works with youth protection organizations, particularly by reporting cases of abuse; if necessary, collaborates with police forces; participates in consultation groups and case studies; refers to the organizations concerned cases that are not under the jurisdiction of the school board. He or she may be called upon to act as a witness in court.

Under the responsibility of the school administration and in conjunction with the multidisciplinary team, he or she participates in developing and drawing up an individualized education plan; selects measures designed to attain the objectives determined; draws up his or her action plan and applies the measures; evaluates the objectives attained and participates in the evaluation of the plan.

He or she organizes and synthesizes data on a problem in order to evaluate the problem and to find solutions based on queries or information collected from the school staff, the school board, the student or his or her family. He or she records his or her observations and interventions as well as prepares and updates files.

He or she provides counselling; he or she helps the student overcome his or her social, cultural or material problems related to his or her family, social or school environment; advises him or her or, if necessary, refers him or her to the appropriate resources. He or she informs students of the various disorders or dependencies by holding information meetings in class or at other times; prepares information bulletins intended for posting or school newspapers and organizes and conducts activities related to these topics.

He or she meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals. He or she may be required to use a computer and the necessary software to perform his or her duties. He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

**Schooling** Hold a Diploma of College Studies in Social Service or a diploma or an attestation of studies recognized as equivalent by the competent authority.