

Duty Statement

Family Liaison/Advocate

1. Makes regular home visits. (Code 1)
2. Provides information to children and parents regarding health services available and provided at the Healthy Start facility, and makes referrals to outside health and mental health services when necessary. (Codes 4, 8)
3. Answers questions and/or provides assistance with completion of Medi-Cal/Healthy Family applications. (Code 6)
4. Attends Medi-Cal Collaborative Meetings, developing strategies to increase Medi-Cal system capacity and close Medi-Cal services gaps. Serve as a resource to school staff regarding health related programs and services available in the community. (Code 14)
5. Assists in the development and support of the community programs including recreational and development programs. (Code 1)
6. Assists in the coordination of academic support and tutoring programs for children and families. (Code 1)
7. Performs public relations activities and acts as a liaison to human service agencies, school staff, and community groups regarding the Healthy Start Project. (Codes 13, 14)
8. Assists in the planning, scheduling, and conducting of parent education programs and committee meetings. (Codes 13, 16)
9. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
10. Effectively communicates and maintains cooperative relationships with those contacted in the casework. (Code 1)
11. Under the direction of the Healthy Start Coordinator makes referrals to health and mental health care providers, including Medi-Cal services, to meet the needs of students. (Codes 4, 8)
12. Maintains current and accurate records regarding case management activities. (Code 1)
13. Arranges for transportation for students and parents to health, mental health and Medi-Cal covered services within the community. (Code 10)
14. Attends meetings on MAA program. Completes quarterly time surveys. (Code 15)
15. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)

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16. Completing personal mileage and expense claims. (Code 16)
17. Evaluation of employee performance. (Code 16)
18. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
19. Reviewing school policies, procedures, or rules. (Code 16)
20. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
21. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)