

## Duty Statement

### Social Worker

1. Serves as a resource for teachers and assigned students. (Code 1)
2. Coordinates students educational, social, vocational and health services with pupil services personnel, including the psychologist, school nurse, speech therapists and counselors. (Code 1, 3, 4, 7, 8)
3. Assumes responsibility for contacting community agencies that provide Medi-Cal services to refer and coordinate Medi-Cal covered services for students. (Code 4, 8)
4. Performs preliminary evaluation of students referred to them by administrators, advisors, teachers, and others, and requests the services of the district and community service agencies. (Code 1, 2, 3, 4)
5. Helps plan with the school principal for vocational training, educational testing, and other related programs. (Code 1, 3)
6. Connects with appropriate school staff to assist individual pupils to develop educational plans. (Code 1)
7. Performs such other duties as may be assigned by the administration. (Code 1)
8. Attends in-services, workshops and meetings for the purpose of maintaining professional competence. (Code 1, 3, 4)
9. Attends meetings and conferences involving MAA Medi-Cal Administration. Completes MAA time surveys quarterly. (Code 15)
10. Consults and collaborates with Student Study Team to promote a school climate responsive to the needs of students. (Code 1, 7)
11. Informs children and their families on how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4)
12. Makes referrals, coordinates with other staff members, and schedules Medi-Cal covered services, but NOT to include the state-mandated health services. (Code 4, 8)
13. 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)
14. Works with school, district, or community agencies providing medical services, to expand access, and to improve collaboration of Medi-Cal covered services. (Code 14)
15. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
16. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)

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17. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
18. Reviewing school policies, procedures, or rules. (Code 16)
19. May provide general supervision of classroom staff, including supervision of classroom volunteers. (Code 16)
20. Evaluation of employee performance. (Code 16)
21. Completing personal mileage and expense claims. (Code 16)
22. 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)