

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Health Services Case Worker I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various sites/offices	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	037 OTBS
<b>REVISED:</b>	November 30, 2001		

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**BASIC FUNCTION:**

Determine eligibility of clients for services, assesses needs of referred pupils or pregnant adolescents and their families, develops a care plan, and arranges community services to meet client needs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Determine eligibility of clients for services; assesses needs of pupils and family. **E**

Prepare written assessments and reports. **E**

Develop, implement, and monitor social service plans for client case load to meet the needs of the pupil and family. **E**

Identify and refer clients to agencies for social, legal, health, educational, and vocational services. **E**

May accompany clients on visits to agencies.

Participate in case conferences to monitor client progress. **E**

Evaluate case plan and develop procedures for closing case when appropriate. **E**

Serve as liaison between agencies and clients. **E**

Arrange inservice presentations for project staff. **E**

Develop procedures for and assists in directing the work of assistants; maintains a variety of records. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in social sciences, health services, or a related field, and one year of recent progressively responsible, related experience of acceptable level and quality, working in the community with a social service or health care agency.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).  
Proof of valid automobile liability insurance is required for designated positions to transport pupils or parents and to make home visits.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Interviewing and assessment techniques.  
Community resources.  
Family dynamics, crisis intervention, and group intervention techniques.  
Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Establish rapport with and provide consultation to clients.  
Communicate effectively and maintain cooperative relationships.  
Establish and maintain effective working relationships with all levels of district staff, parents, pupils and community service agencies.  
Determine basic needs of referred pupils or pregnant minors  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Perform basic computations.  
Exercise sound judgement, tact, and diplomacy.  
Read, apply, and explain rules, regulations, policies, and procedures.  
Provide positive example to pupils.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting; driving to various locations.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**

Health Services Case Worker I is distinguished from the next higher level of Health Services Case Worker II in that the latter is assigned responsibility for the more complex cases, assists in inservice training, and provides consultation to the Health Service Case Worker I incumbents in difficult and complex situations involving family and community resources.

NOTE: Health Services Case Worker I duties also apply to the SANDAPP program, assisting pregnant adolescents and arranging prenatal health services. Some positions may require conversational and written skills in a foreign language. Some positions require work locations and travel throughout San Diego County, as assigned.