

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Health Services Case Worker II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
ISSUED:	February 19, 2003		

BASIC FUNCTION:

Assess referred pregnant adolescents and their families, develop a care plan and arrange community services to meet the client's needs, perform the more difficult case work.

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

Assist in determining a client's eligibility; develop, implement, and monitor social service plans for client case load to meet the needs of the pregnant adolescent, her family, and the teenage father, including identifying, providing, or referring clients to other social service agencies, referring for legal services, prenatal health services, and educational and vocational services. **E**

Participate in case conferences in absence of the project coordinator, evaluate the care plan, and develop procedures for closing the case when appropriate. **E**

May assist in arranging inservice presentations for project staff.

Consult with Health Case Worker I positions with difficult cases on problems; assist in developing procedures for hourly community aide positions. **E**

Maintain a variety of case load 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 two years of recent, progressively responsible, related experience 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 automobile may be required for designated position to transport pupils or parents and to make home visits (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interviewing and assessment techniques.
Community resources, health care, social service systems, and family dynamics.
Crises intervention and group interaction techniques.
Oral and written communication skills.

ABILITY TO:

Establish rapport with and provide consultation to clients.
Operate standard office equipment including microcomputer and related software applications.
Determine basic needs of pregnant minors.
Plan inservice activities.
Direct the work of others.
Established and maintain effective working with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office and client home environments.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office 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 II is distinguished from the next lower job class of Health Services Case Worker I in that the Health Services Case Worker II is assigned responsibility for more complex cases; assists in inservice and provides consultation to the Health Services Case Worker I in difficult and complex situations involving family and community resources.

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