

CASE MANAGER FOR HEALTH SERVICES

BASIC FUNCTION

Under the direction and supervision of the school principal and Family Center Coordinator, Case Manager works cooperatively with Family Center team, attends community meetings and training as appropriate, assists families with enrollment for medical coverage with Healthy Families/Medi-cal, schedules CCUSD Health Start Collaborative meetings, takes minutes during meetings, organizes and participates in community events sponsored by the schools, serves as liaison with community programs and agencies and performs related duties as required.

ESSENTIAL DUTIES

- Oversee all case management services to children and families.
- Provide information, referrals, and support to elementary school students, families, and staff
- Respond and monitor all Teacher Referral Forms.
- Develop and maintain own caseload of up to 25 Targeted Case Managed (TCM) families.
- Update Family Service Plans every 6 months.
- Act as interpreter to TCM families or school personnel upon request.
- Assist Mental Health team in providing school-based services.
- Perform general office duties such as: maintain files, answer phones, greet walk-ins.
- Input data entry using Griot Software.
- Maintain office supplies and ensure the Family Center environment is clean, welcoming, and professional at all times.

KNOWLEDGE AND ABILITIES

Knowledge of:

Computers and software.

Ability to:

Be organized and able to perform multiple tasks competently; work flexible hours, including occasional evenings and weekends; and demonstrate good judgment and sound critical thinking skills. Must have strong interpersonal skills and demonstrate ability to work with ethnically and economically diverse people.

Education and experience:

BA and/or at least one year of experience working in social services or related field.

Desirable:

Able to speak, read and write fluently in English and Spanish.

OTHER REQUIREMENTS

Fingerprint clearance; TB skin test clearance within the last 3 years; and CAA needed or willing to be trained.

SALARY

Classified Basic Salary Plan
Range 30 \$3227 - \$3927 Monthly