

### **Social Work Coordinator**

1. Coordinates service plans between foster parents and biological parents. (Medi-Cal related case coordination – 6)
2. Problem solves with families the obstacles to delivery of referred services.
3. Coordinates services with providers – school IEP teams, therapeutic services. (Medi-Cal related case coordination – 6)
4. Facilitates Positive Parenting Program interventions.
5. Collects data for evaluation.
6. Writes biannual reports to First 5 Santa Cruz.
7. Plans interdisciplinary team coordinated services.
8. Connects biological families to community support services, address mental health & social service needs.
9. Coordinates assessments with agencies/providers and families. (Medi-Cal related case coordination – 6)
10. Tracks patients scheduled and follow-up on assessment recommendations for care. (Medi-Cal related case coordination – 6)
11. Oversees the scheduling of patients.
12. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
13. Coordinates Medi-Cal covered health services for a client. (6)

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**Social work Coordinator – cont'd.**

14. Assists individuals and families with aspects of the Medi-Cal application process. (8)
15. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
16. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
17. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date