

Social Work Coordinator

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Connects biological families to community support services, address mental health & social service needs. (4, 6)
3. Coordinates service plans between foster parents and biological parents. (6)
4. Problem solves with families the obstacles to delivery of referred services. (6)
5. Coordinates services with providers – school IEP teams, therapeutic services. (6)
6. Collects data for evaluation. (6)
7. Plans interdisciplinary team coordinated services. (6)
8. Coordinates assessments with agencies/providers and families. (6)
9. Tracks patients scheduled and follow-up on assessment recommendations for care. (6)
10. Oversees the scheduling of patients. (6)
11. Coordinates Medi-Cal covered health services for a client. (6)
12. Coordinate and monitor if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. 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)
15. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)