

# **FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT**

## **BOARD POLICY**

### **CERTIFICATED PERSONNEL**

**JD 4100.1**

### **SOCIAL WORKER ON SPECIAL ASSIGNMENT**

#### **DEFINITION:**

Under the direction of the Senior Director of Student Services, the Social Worker on Special Assignment is responsible for performing a variety of functions related to the implementation and coordination of the district's California Youth Behavioral Health Initiative (CYBHI) grant, focusing on service delivery infrastructure, Medi-Cal enrollment, data collection, and collaborative partnerships to enhance behavioral health services for students.

#### **DIRECTLY RESPONSIBLE TO:**

Senior Director of Student Services

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Support program development and implementation of the CYBHI grant by assessing the LEA's Multi-Tiered System of Supports (MTSS), tiered interventions and programs to determine gaps in behavioral health services for all students.
2. Provide behavioral health services and support to school sites' behavioral health teams, including individual, group, and family counseling for students in assigned programs and students and families in crisis.
3. Ensure compliance with DHCS measures through proper data collection and reporting, monitoring service utilization, and documenting outcomes for students receiving behavioral health services.
4. Oversee collaborative partnerships with DHCS, county behavioral health departments, and Medi-Cal Managed Care plans to align service delivery goals and develop referral pathways.
5. Establish and maintain partnerships with community-based organizations to deliver comprehensive behavioral health services to students and families.
6. Support behavioral health providers with Provider Application and Validation for Enrollment (PAVE) enrollment and Medi-Cal compliance procedures.
7. Engage parents and stakeholders to increase behavioral health awareness and service utilization among the general student population.
8. Work directly with families, school staff members, and representatives of community agencies in foster youth, child abuse, and neglect cases.
9. Conduct risk assessments and facilitate linkage of students to appropriate support services.
10. Participate in and contribute to school and district Positive Behavior Interventions and Supports (PBIS), Multi-Tiered System of Supports (MTSS) process, district Wellness Committee, and Student Study Teams (SST) meetings, when needed.
11. Serve as liaison between the school, the home, and the community in building and maintaining positive relationships.
12. Partner with the district's Bilingual School Community Service Support Assistants (BSCSSA) and district staff to provide family education addressing situations adversely affecting the personal, social-emotional, and academic development of students.

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13. Develop, submit, and implement an annual behavioral health services plan based on identified needs aligned with CYBHI grant objectives.
14. Participate in professional development opportunities related to behavioral health services, including MTSS conferences and other relevant training.
15. Assist in developing data collection and documentation policies that comply with HIPAA, FERPA, and state laws.
16. Utilize district data management systems for documentation of referral, delivery, and evaluation of social work services, ensuring proper billing procedures for Medi-Cal reimbursement.
17. Perform other related duties as assigned.

#### **QUALIFICATIONS GUIDE**

##### **KNOWLEDGE OF:**

1. School social work practice model, student support programs, evidence-based interventions, and community and school-based prevention services.
2. Medi-Cal enrollment processes, compliance requirements, and billing procedures.
3. Multi-Tiered System of Supports (MTSS) frameworks and implementation strategies.
4. Behavioral health assessment tools and intervention strategies.
5. HIPAA, FERPA, and other relevant regulations governing student health information.

##### **ABILITY TO:**

1. Collaborate with school personnel, school counselors, BSCSSA, program providers, and community organizations.
2. Analyze issues and concerns and propose solutions.
3. Communicate effectively in oral and written form.
4. Understand and carry out oral and written directions with minimal accountability controls.
5. Establish and maintain effective organization, community, and public relationships.
6. Possess exemplary presentation skills.
7. Develop and implement behavioral health programs aligned with district and grant objectives.
8. Navigate Medi-Cal enrollment, compliance, and billing systems.
9. Collect, analyze, and report data related to behavioral health services and outcomes.
10. Bilingual (English/Spanish) preferred.

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#### **WORKING CONDITIONS:**

The usual and customary methods of performing the job's functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; have a means of transportation to conduct work; seeing to conduct inspections of data; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. Weight of materials will vary, but generally less than fifty (50) pounds. Generally, the job requires 40% sitting, 30% walking and 30% standing. May be required to correctly transfer or restrain a child physically if needed. Will work with students who have significant academic and social/emotional needs. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

#### **MINIMUM QUALIFICATIONS:**

1. Master's degree in social work, counseling, marriage and family therapy, psychology, or related field.
2. Pupil Personnel Services Credential with Social Worker Authorization.
3. Licensed Clinical Social Worker preferred, but not required.
4. Three or more years of experience in school social work or child welfare services.
5. Experience with Medi-Cal enrollment, compliance, and billing procedures preferred.

Job Description Adopted: June 5, 2025