

**CLASS TITLE: CHILD WELFARE AND ATTENDANCE LIAISON**

**DEFINITION:** Under general supervision of the Director of Student Services, assists schools in working with students to improve attendance and reduce at-risk behaviors. The Child Welfare and Attendance Liaison makes home visitations regarding student attendance, residency, and welfare issues; performs related clerical work, such as record keeping, making written reports; identifies District and community resources able to support students and their parents; and to do other related work as directed.

**EXAMPLES OF DUTIES:**

- Makes home visits to parents/guardians whose children have excessive absences or are experiencing other child welfare problems.
- Confers with school staff, parents, and students regarding student attendance and welfare issues.
- Uses an interdisciplinary approach to resolve student/school problems, including social work, law enforcement, and school administration.
- Emphasizes home to school communication, working primarily away from school or the benefit of the student and school.
- Serves as a resource person to school staff, keeping school personnel aware of community changes and needs.
- Serves as a liaison with community organizations and agencies in student attendance and welfare issues.
- Records contacts made with students, parents, school staff, and community agencies.
- Refers families to community resources.
- Verifies home addresses to determine legal residence of referred students.
- Serves as a member of the District SARB.
- Meets with supervisor to discuss issues and problems with daily tasks.
- Attends job-related meetings and serve as a member of committees as appointed by the Director of Student Services.
- Review, prepare, document, and submit cases for Parent Mediation Court and Teen Truancy Court
- Appear as MDUSD representative in court
- Review & coordinate parent/student compliance with court orders
- Manage caseload of chronically absent, homeless, and high risk students, including coordinating services for students and families
- Maintain positive relationships with parents and students in crisis and experiencing high-risk stressors
- Supports students and parents in accessing the Special Education system
- Performs related duties as assigned.

## **DESIRABLE QUALIFICATIONS:**

**Training and Experience:** Two years experience or the completion of two (2) years of college-level coursework in a field related to the particular work assignment; or an equivalent combination of training and experience.

### **Knowledge and Skills:**

- Establish and maintain effective working relations with site administrators, students and parents.
- Effective verbal and written communication skills.
- Ability to operate a computer terminal.
- Ability to maintain records and prepare computerized reports.
- Working skill in following written and oral instruction.
- Knowledge of District and state rules and regulations involved in student attendance.
- ~~Physical capability sufficient to perform job task.~~

### **Environment:**

School Office environment; frequent interruptions, excessive intermittent noise, high demand to multi-task and complete job duties with stringent timelines, interaction with children, parents, and general public.

### **Physical Abilities:**

Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects up to 25lbs. occasionally.

### **Licenses:**

- Valid California Driver's License

CST Range 477 508

Mt. Diablo Unified School District

Board Approved: 8/14/01

Revised:

## **Workers' Compensation Technician**

### **SUMMARY**

Under the supervision of the Assistant Director of Personnel, this position is responsible for the administrative duties of the organization's Workers' Compensation program and provides administrative support in the Human Resources office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contacts all employees who have submitted a First Report of Injury for work related injuries. Is main contact for injured employees, answering questions regarding pay, lost time and Workers' Compensation procedures.
- Acts as liaison between injured employees and Occupational Health and Third-Party Administrator.
- Completes and submits initial reports of injury within timeframe required by Workers' Compensation law.
- Refers injured employees to Occupational Health for work related injuries.
- Receives and keeps records of updates from Occupational Health or other providers.
- Coordinates lost time pay with the Third-Party Administrator
- Coordinates lost time/leaves with District Substitute System.
- Coordinates Modified Duty Assignments between department manager/director and injured employees.
- Coordinates returning employees back to work after an injury.
- Ensures appropriate payment of wages for lost time or modified duty with Third Party Administrator and District Payroll system.
- Ensures all OSHA record keeping is kept current and on file.
- Submits requests for information relating to the Workers' Compensation program
- Assists with answering all incoming telephone calls. Provides information, transfers calls to appropriate person(s), and/or takes clear, detailed messages.
- Answers or transfers all emails that come to department email
- Maintains workers compensation records and creates reports as needed
- Assists in distribution of training and information throughout the District on Workers Compensation related issues.
- Provides administrative support to Assistant Director of Personnel.
- Maintain Works Compensation forms, making copies and packets as needed.
- Assist and instruct employees to the necessary procedure to access Employee Health and Worker's Compensation.

### **DESIREABLE QUALIFICATIONS**

#### **Education or Formal Training & Experience**

High School Diploma required. Bachelor's degree preferred.

Three years of experience in a professional office environment or the equivalent.

**Knowledge of:**

Knowledge of Workers' Compensation and Employment law is desired.

**Skill in:**

- Must have organizational skills and the ability to prioritize and handle a diverse workload.
- Must possess a high level of integrity and accountability
- Persistent and dedicated to a high functioning, fast moving organization
- Must be self-motivated, adaptable, comfortable with ambiguity and flexible
- Demonstrated proficiency with personal computers, apps and software
- Internet savvy to assist targeted searches and research
- Energetic, dynamic and driven

**Ability to:**

- Excellent verbal and written communication skills with an innate ability to communicate respectfully and compassionately.
- Must have the ability to interpret and explain Workers' Compensation, Employee Health and Human Resources policies to employees.
- Ability to respond calmly and effectively in emergency situations
- Ability to work with a diverse, fast paced team.
- Ability to handle multiple projects and deadlines
- Able to maintain a professional demeanor in varied and difficult situations.
- Must be able to work independently, with minimal instructions.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

- Requires full range of body motion including manual and finger dexterity and eye-hand coordination.
- Able to squat and stoop for long periods of time to access files and cabinets from chest height to floor level.
- Able to move between offices and multiple campus sites.
- Able to grasp and lift items weighing up to 25lbs.
- Able to sit for long periods of time, answer phones, and greet the public.
- Able to do data entry for prolonged periods of time.
- Able to hear conversations and to recall and record information.

**CST, Range 558**