

Coordinator IV – Social Work – Student Services Division

Position Details

Job Code: U7403

Reference Code: A316

Division/Unit: Student Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The position is responsible for activities related to social work services in schools. This position will help develop, define, and expand districtwide delivery of mental/behavioral health services, ensuring compliance with federal, state, and local Medicaid regulations. This position reports directly to the Director II - Student Education Management Systems (SEMS), Student Services Division.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the Wraparound Services Department, in collaboration with the Student Services Division, with establishing procedures for school-based Medicaid billing for mental/behavioral health services.
2. Oversees and coordinates the provision of support services to students.
3. Provides oversight of Clark County School District (CCSD) clinical interns in accordance with Nevada Medicaid guidelines.
4. Develops and maintains the infrastructure to enable CCSD to bill for Medicaid-eligible mental/behavioral health services.

5. Prepares and implements quality assurance policies and procedures for plans of care, assessments, progress monitoring, electronic health record entries, etc.
 6. Assists the Medicaid School Health Services office by providing policy updates regarding mental/behavioral health services, and ensuring that mental/behavioral health services are documented in accordance with Nevada Medicaid standards.
 7. Communicates and collaborates with state and local entities, external vendors, and other CCSD departments and divisions.
 8. Inspects expectations to identify and resolve service gaps.
 9. Develops and provides districtwide professional learning to varied stakeholders.
 10. Stays informed of all applicable regulations, policies, guidelines, and/or technical support documents as they pertain to services provided by social workers and disseminates this information to appropriate personnel.
 11. Ensures compliance with all applicable laws, regulations, policies, and guidelines pertaining to services provided by social workers.
 12. Maintains databases and complies with all necessary data collection for Medicaid billing.
 13. Conducts site visits to student homes and assists with transportation to Medicaid or other necessary offices for services.
 14. Provides professional learning to individuals pertaining to the duties outlined in the job description.
 15. Supervises and evaluates the performance of assigned staff.
 16. Performs other duties related to the position, as assigned, but not outside of the scope of licensure.
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Position Expectations

1. Demonstrate knowledge of the social work profession, code of ethics, licensure, and Medicaid.
 2. Demonstrated knowledge of district, federal, and state policies, regulations, and/or statutes as they relate to social work and Medicaid.
 3. Knowledge of specific laws, regulations, and practices pertaining to the Code of
 4. Federal Regulations Title 42 Public Health; Nevada Administrative Code; Division of Health Care Financing and Policy Medicaid State Plan Amendment and Service Manual, and all other state and federal regulations, policies and technical assistance guides, and other publications pertaining to Medicaid.
 5. Ability to work throughout the valley.
 6. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

1. An earned master's degree from an accredited college or university in Social Work that has been accredited by the Council of Social Work Education.
2. Applicant will be an approved supervisor with the Board of Examiners for Social Workers.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a vehicle in Nevada.
2. Hold or be able to acquire, by the time of appointment to the position, a clinical license issued by the Nevada Board of Examiners for Social Workers.
3. Hold or be able to acquire, by the time of appointment to the position, a K–12 School Social Work license issued by the Nevada Department of Education.

Experience

1. Have previously demonstrated five (5) years of successful licensed school social worker experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada social work endorsement; or, have previously demonstrated at least three (3) years of successful licensed school social worker experience in an accredited K-12 public or private school; and, currently hold a valid Nevada social work endorsement.
2. A minimum of five (5) years of experience as a licensed clinical social worker.
3. A minimum of three (3) years of experience with Medicaid documentation and billing.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

Licensed as an approved supervisor with the Board of Examiners for Social Workers.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 01/31/24