



Los Angeles Unified School District - Job Opportunity

Job Posting Title	Health Care Advocate (Spanish Language)
Reference code	JP23-076-XA
Minimum Salary	\$ 23.66 Hourly
Maximum Salary	\$ 29.24 Hourly
Application Open Date	09/15/2023
Application Close	09/29/2023
Information about LAUSD	<p>We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.</p> <p>LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.</p>
Department or School Site	The current vacancies are with the Community Partnerships and Medi-Cal Program at LAUSD.
Project	Provides liaison services to parents and District staff by assisting with the application process in regard to Healthy Families, Medi Cal and other types of health care services for District students and their families.
Benefits	<p>Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.</p> <p>Retirement: Membership in the California Public Employee Retirement System (CalPERS).</p> <p>Vacation: Two weeks of paid vacation to start. Three weeks after five</p>

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years of year-round paid service.

Paid Holidays: Up to 13 days.

Job Duties/Responsibilities

A Health Care Advocate in a bilingual designation speaks the designated language in assisting District staff and parents in solving problems among schools, parents, and other health care and public agencies regarding enrollment, disenrollment, and continuity barriers and interprets State health care guidelines to parents about qualifications for and enrollment in, Medi-Cal, Healthy Families, and other health care benefits.

Typical duties for this position may include:

- Explaining to parent applicants, volunteers, and employees the overall operations of various Healthy Families, Medi-Cal and other health care services and programs as they relate to students and employees.
- Working as a liaison with parents, the Department of Public Social Services, the Department of Health Services, and District staff regarding individual student/family Medi-Cal, Healthy Families, and other application procedures to receive health care benefits.
- Providing in-service training relative to Healthy Families, Medi-Cal, and other health care application processes, bicultural communication, and human relations skills to staff, parent volunteers and other social service agencies.
- Assisting in compiling information for promotional pieces and other related documents regarding health care benefits and the application process for medical benefits.

Please Note: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed, please refer to the Class Description via our website: <https://bit.ly/3PykU9m>

Minimum Requirements

EDUCATION:

An associate's degree or the successful completion of 60 college semester units or equivalent quarter units in areas such as human services, human relations, advocacy, or health issues. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

EXPERIENCE:

One year of advocacy with health related programs or Healthy Families, Medi-Cal, or other health care eligibility experience including working with staff and community members. Graduation from a recognized

college or university with a bachelor's degree may be substituted for the required experience.

SPECIAL:

- A valid California Driver License.
- Use of an automobile.
- Ability to communicate effectively in a designated language in addition to English is required for Health Care Advocates.

All employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site; this includes current employees who are being promoted to a new job class.

Desirable Qualifications

The ideal candidate is fully knowledgeable with the eligibility operations of educational or community-based organizations. They have a thorough understanding of programs such as Medi-Cal, Covered California, Healthy Kids, and Kaiser Permanente Child Health Plans. This individual has experience presenting PowerPoint presentations to community members, other staff, and/or the general public. The ideal candidate has moderate to advanced skills with Excel (charting, basic formulas, etc.), PowerPoint, and Outlook. They experience utilizing county departmental databases used for social service-related activities and is comfortable navigating and using internet-based applications. This individual also has basic technological troubleshooting skills.

The ideal candidate has excellent interpersonal skills and the ability to build trust by taking the time to understand the situations in which their clients are experiencing and provide accurate information and referrals. They have excellent teamwork and communication skills to provide services in the community or at schools. The ideal candidate possesses integrity and an understanding for how to attain and handle confidential material. This individual has excellent self-management skills and can balance a heavy workload by using appropriate time management and communication.

Employment Selection Process

We anticipate receiving a number of well qualified applicants for this position; therefore, the selection process will likely consist of a computerized Data Entry test, a written and oral bilingual test for Spanish, and a Training and Experience evaluation.

Application materials (your candidate profile and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized

skills, knowledge, and abilities.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your junk e-mail folder.

Application Process

To apply, click the Apply button at the bottom left corner of this page and log into the application management system; then, (1) click on the education and experience tabs and complete the requested information; (2) click on the Questionnaires tab and complete the questionnaires; and (3) submit your application by clicking on the Submit Application button in the last tab of the application wizard to complete the process.

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you **DO NOT** receive this message on the same day you apply, it is likely that you did not submit your application.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or

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affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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