

South County Coordinated Entry Assessor

1. Coordinate with community and partner contacts at various sites to schedule outreach and assessment access. (4 – Health related Outreach)
2. Conduct outreach at multiple South County sites and locations to identify homeless individuals/households in need of assessment or re-assessment. (4 – Health related Outreach)
3. Facilitate participants' pathway to housing and non-housing resources, information/referrals and opportunities in coordination with Smart Path Coordinated Entry System management (6 - Health related Referral, Monitoring and Coordination)
4. Develop and maintain accurate written case records, including intake, assessment and progress notes. (6 - Health related Referral, Monitoring and Coordination)
5. Actively participate in relevant internal and external meetings/committees as needed and assigned. (15 & 17 Health related Program Planning and Policy Development)
6. Ensure all program outcomes are met and that data is tracked, analyzed and reported for evaluation and continuous program improvement. (15 & 17 Health related Program Planning and Policy Development)
7. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4 – Health related Outreach) (6 - Health related Referral, Monitoring and Coordination)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)