

### **Senior Mental Health Client Specialist**

1. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination(4)
2. Identifies special needs of clients and serves as coordinator to oversee the implementation of individual service plans in accordance with client's coordination plan. (4,6)
3. Prepares case histories and diagnostic service plans. (6)
4. Participates in case conferences and meetings of team members to review treatment/service plans. (6)
5. Acts as a resource to other Agency staff members regarding service plans, client information (6), diagnostic and assessment methods.
6. Participates in and/or lead staff conferences/ workshops in client evaluation and plan development. (6)
7. May act as a case management or assessment team leader. (6)
8. Develops and implement appropriate plans for assigned clients. (6)
9. Refers Medi-Cal eligible individuals directly to services to meet their needs. (6)
10. Coordinates Medi-Cal covered health services for a client. (6)
11. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
12. Works with other agencies to educate them in various aspects of mental illness to participate in the collaborative care of shared clients to identify, promote and develop needed health care services. (6,15,16,17,18)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15,16,17,18)

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- 15. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15,16,17,18)
- 16. Participates in planning for and evaluating new and/or improved mental health and Medi-Cal services in relation to Agency needs and priorities. (15,16,17,18)
- 17. Daily Medi-Cal Administrative Activities (MAA) time survey. (20)
- 18. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)