

Counselor

1. Provides outreach and intervention services for at-risk clients. (4)
2. Provides information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
3. Recruits clients by initiating intervention and referral as appropriate to the client's situation. (4)
4. Identifies need for medical services and refers clients to health and Medi-Cal services to meet their needs. (4, 6)
5. Acts as a liaison with the courts, jails, lawyers, probation officers, local educational systems, hospitals, clinics and social service agencies. (6)
6. Maintains a client caseload and provides on-going case management follow-up/after care for program clients. (6)
7. Attends multi-disciplinary team meetings regarding clients to identify needs, discuss cases, clinical issues, referral resources and protocols for service referrals. (6)
8. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (6)
9. Assists clients with the Medi-Cal application process. (8)
10. Prepares proposals for expansion & enhancement of health and Medi-Cal services to clients and families based on intra & interagency coordination and collaboration. (15, 17)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)