

Mental Health Supervising Client Specialist

1. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for eligibility determination. (4)
2. Assist in the management and administration of an assigned program area such as case management, children's or adult services, geriatrics, or crisis intervention. (6)
3. Facilitate and participate in case conferences and team meetings to review individual needs and service plans. (6)
4. Coordinating Medi-Cal covered health services for a client. (6)
5. Coordinate and monitor transportation for, and if client has a physical or mental limitation. (6)
6. Serve as liaison between assigned staff and administration in coordinating needs, priorities and information; prepare a variety of reports and records both for administrative and professional purposes. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Monitor program budget and contracts for program assignment. (12,13)
9. Work with other agencies to identify, promote and develop needed health care services, including providing information and education, coordinating programs and services, serving as resource person. (15,16,17,18)
10. Assist in the development and implementation of programs and/or special projects. (15,16,17,18)
11. Provide skilled professional input and review of annual plans for quality case management. (15,16,17,18)
12. Research, analyze, coordinate, implement and evaluate professional service's needs. (15,16,17,18)
13. Identify potential or actual programmatic/operation problems and assist in developing solutions. (15,16,17,18)
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. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
- 17. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)