

Director of Nursing

1. Position engages in a variety of community programs. (4)
2. Promotes desirable community health actions based on departmental objectives and provides technical advice and consultation to other County departments, partner agencies, committees, school personnel, and community groups. (4)
3. Discusses medical case management of difficult cases with other health care professionals and private physicians/psychiatrists. (6)
4. Coordinates and oversees institutional medical and related services with other community services to ensure proper follow-up care. (6)
5. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (4, 6)
6. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
7. Monitors budget grant and contract administration activities. (12,13)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Directs or participates in the collection and analysis of program data. (15,16,17,18)
10. Participates in departmental policy and program development with other top management staff. (15,16,17,18)
11. Evaluates policies, procedures, programs, organization and rules and formulates improvements. (15,16,17,18)
12. Works with the staff of other divisions, departments and agencies in the development of joint procedures, program planning, and resolution of administrative problems. (15,16,17,18)
13. Initiates, develops, recommends and implements policies and procedures. (15,16,17,18)
14. Evaluates and prepares recommendations for improvements in nursing and related medical services. (15,16,17,18)
15. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to Family Health clients and families. (15,16,17,18)
16. Develops strategies to increase health and Medi-Cal system capacity and close service gaps; develops grants and proposals for health and Medi-Cal program expansion and enhancement. (15, 16, 17, 18)

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- 17. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
- 18. Assists with administrative aspects of the MAA claiming process. (19)
- 19. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
- 20. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)