

**Senior Social Worker**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Performs the most difficult casework for clients with several behavioral problems or complex estate management or legal issues. (6)
3. Advises and counsels deputies on issues pertaining to management of their caseloads, such as legal procedure, fiscal decisions, and proper investigative and management techniques for case issues. (6)
4. Serves as a conservators or representative payees for persons under the jurisdiction of the Public Guardian. (6)
5. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Investigates recommendations for the appointment of conservator pursuant to law or needs of a representative payee. (6)
7. Recommends to the court the establishment, continuation, or termination of persons placed under the jurisdiction of the Public Guardian. (6)
8. Obtains legal and other services for clients. (6)
9. Coordinates Medi-Cal covered health services for a client. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
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. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)