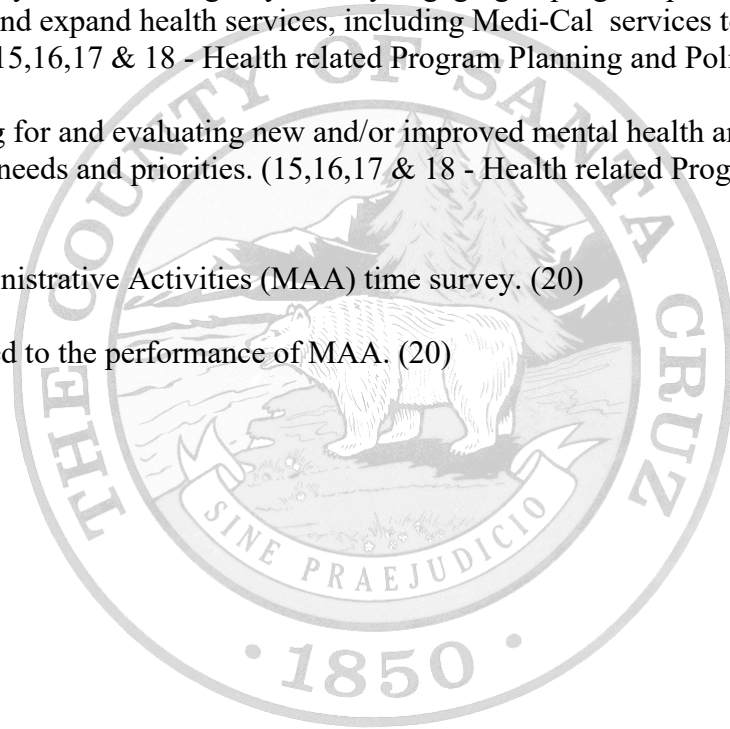


Senior Mental Health Client Specialist

1. Provide 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 – Health related Outreach)
2. Identify special needs of clients and serves as coordinator to oversee the implementation of individual service plans in accordance with client's coordination plan. (4 – Health related Outreach) (6 - Health related Referral, Monitoring and Coordination)
3. Prepare case histories and diagnostic service plans. (6 - Health related Referral, Monitoring and Coordination)
4. Participate in case conferences and meetings of team members to review treatment/service plans. (6 - Health related Referral, Monitoring and Coordination)
5. Act as a resource to other Agency staff members regarding service plans, client information, diagnostic and assessment methods. (6 - Health related Referral, Monitoring and Coordination)
6. Participate in and/or lead staff conferences/ workshops in client evaluation and plan development. (6 - Health related Referral, Monitoring and Coordination)
7. May act as a case management or assessment team leader. (6 - Health related Referral, Monitoring and Coordination)
8. Develop and implement appropriate plans for assigned clients. (6 - Health related Referral, Monitoring and Coordination)
9. Refer Medi-Cal eligible individuals directly to services to meet their needs. (6 - Health related Referral, Monitoring and Coordination)
10. Coordinate Medi-Cal covered health services for a client. (6 - Health related Referral, Monitoring and Coordination)
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 - Health related Referral, Monitoring and Coordination)
12. Work 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 - Health related Referral, Monitoring and Coordination) (15,16,17 & 18 Health related Program Planning and Policy Development)
13. Assist individuals and families with aspects of the Medi-Cal application process. (8 - Medi-Cal applications)

Senior Mental Health Client Specialist (continued)

14. Develop and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12 & 13 – Health related Contract Administration)
15. Work 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 - Health related Program Planning and Policy Development)
16. Collaborate 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 - Health related Program Planning and Policy Development)
17. Participate 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 - Health related Program Planning and Policy Development)
18. Daily Medi-Cal Administrative Activities (MAA) time survey. (20)
19. Attends training related to the performance of MAA. (20)



Employee Signature (please sign in blue ink)

Date

Employee Name (printed)