

Intake Coordinator

1. Refers clients and/or family members in accordance with the parameters of individual situations, including the management of crisis situations. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Represent Sobriety Works to the public and recovery community. (4)
4. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals, and client fees collection. (6)
5. Conducts case management and coordination and supervision of the substance use disorder treatment program and staff. (6)
6. Coordinates and monitors transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
7. Coordinates Medi-Cal covered health services for a client. (6)
8. To communicate with corrections, probation, parole, the courts, and other referral sources about client status, bed availability, and treatment evaluation through written correspondence, telephone, email, and off-site/on-site meetings. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Under the general oversight of the Executive Director and the specific oversight of the Clinical Director, to support the development of goals, policy and procedures affecting clientele and bed count. (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)