

Counselor

1. Maintain clinically appropriate documentation as needed to reflect client care. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
2. Support client development of treatment plans and goal setting during treatment and in transition to the community. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
3. Provide referrals to outside organizations, such as psychiatry, employment resources, etc. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
4. Support and complete client discharges to ensure appropriate therapeutic support. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
5. Data entry into appropriate electronic record systems, such as AVATAR and ARMS. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
6. Consult with a Clinical Supervisor or senior management as needed or required. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20 – MAA Implementation Training)
8. Attends training related to the performance of MAA. (20 – MAA Implementation Training)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)