

Senior Behavioral Health Program Manager

1. Makes presentations to community groups and responds to media requests regarding alcohol and drug issues. (4)
2. Coordinates interagency service delivery to specific populations (e.g., children, pregnant and parenting women, alcohol and drug-involved criminal offenders). (6)
3. Negotiates and develops contracts with community-based programs. (12,13)
4. Negotiates and administers State revenue contracts. (12,13)
5. Reviews contractor claims and fiscal reports. (12,13)
6. Ensures contractor compliance through provision of technical assistance and reviews of performance monitoring and audits. (12,13)
7. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (15,17)
8. Coordinates interagency collaboration to enhance the delivery and access to Medi-Cal services. (15,17)
9. Analyzes data as part of program development for Medi-Cal program services. (15,17)
10. Works with other local agencies and State agencies to assess needs and develop plans to meet emerging needs (e.g., Drug Courts, Managed Care, Latinos). (15,17)
11. Designs, monitors and analyzes data systems to collect planning and program effectiveness information. (15,17)
12. Attends trainings related to planning and program development. (15, 17)
13. Develops and monitors Division policies and procedures. (15, 17)
14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)