

### **Admissions Counselor**

1. Develops and maintains comprehensive knowledge of community resources (4)
2. Responsible for completing the clinical admissions assessment for clients entering the recovery and perinatal programs. (6)
3. Completes intakes, assessments and administrative paperwork, including data entry into the AVATAR electronic medical record system. (6)
4. Completes the entire admissions assessment in the AVATAR system. (6)
5. Conducts basic client and family orientations including overview of program guidelines and structure. (6)
6. Provides information, referrals and follow-up. (6)
7. Keeps immediate supervisor well informed of activities, results of efforts and problems identified/potential problems.
8. Coordinates admissions appointments with Janus staff. (6)
9. Obtains authorizations for care and completes timely Utilization Reviews. (6)
10. Regularly collaborates and maintains cooperative relationships with area providers and state agencies to support the continuity of care, network coordination & responsiveness to client needs. (15, 17)
11. Attends all required trainings and administrative meetings.
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends Medical Administrative meetings and trainings (20)

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Employee Signature (Please sign in blue ink)

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Date

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Employee Name (Printed)

