

## Intake

1. To represent NLCS to the public and recovery community as appropriate. (4 – Health related Outreach)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 – Health related Outreach)
3. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
4. To report to the Executive Director and Program Director on a weekly basis regarding client issues. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
5. 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 – Referral, Coordination and Monitoring of Medi-Cal Services)
6. Coordinates Medi-Cal covered health services for a client. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
7. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8 – Facilitating Medi-Cal Application)
9. Under the general oversight of the Executive Director and the specific oversight of the Program Director, to support the development of goals, policy and procedures affecting clientele and bed count. (15 & 17 Health Related Program Planning and Policy Development)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)