

Chief Public Guardian

1. Supervises staff providing conservatorship and public payee services for persons referred or placed under jurisdiction of the Public Guardian. (6)
2. Directs the work of subordinate staff in the case management of and planning for clients to assure adherence to program requirements and medical care plans. (6)
3. Assists in the development of case plans for non-compliant or difficult clients. (6)
4. Acts as direct liaison to other County departments providing support services. (6)
5. Oversees and provides information to Public Guardian clients and their families/guardians about Medi-Cal and directs to Medi-Cal covered services to meet identified needs. (4, 6)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15,17)
9. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (19)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
11. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)