

Deputy Public Guardian

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Prepares detailed reports of findings and recommendations to the court, concerning family, finances, real and personal property, social history, medical and psychological conditions and the need for conservator or representative payee. (6)
3. Works with a multiplicity of agencies and individuals to arrange for the delivery of services to clients. (6)
4. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
5. Assists case management personnel from other agencies in monitoring progress of Conservatees in local and out-of-county placements and prepare reports of visits. (6)
6. Provides medically necessary ancillary assessment and case management services to Conservatees. (6)
7. Arranges for the hospitalization, care treatment, vocational training, education, and housing of clients. (6)
8. Initiates application for and assures receipt of all benefits to which the client is entitled. (8)
9. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
10. 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)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)