

Clinic Nurse II/III*

1. Assists with clinic operations by monitoring clinic flow, by maintaining and checking charts and records, and by making referrals and follow-up appointments. (Medi-Cal related outreach, case coordination – 4, 6)*
2. Coordinates with other agency divisions to schedule tests and other services (Medi-Cal related outreach, case coordination – 4, 6)
3. Answers patient's questions about procedures, diseases, and medical care concerns.
4. Provides informational literature and educates patient on medical care, health issues and need for follow-up.
5. Provides skilled nursing services, treatments, administers dressings, medications and immunizations; draws blood, fits orthopedic equipment, irrigates ears and provides other skilled nursing services.
6. Reads TB skin tests.
7. Coordinates the blood pressure clinic, and the pre-employment and base line physical examination program.
8. Performs Audiometry and spirometry testing.
9. Keeps test records required by the state and federal government.
10. Provides counseling for patients including sexually transmitted disease follow-up.
11. Maintains the emergency cart, medical supplies and medications.
12. Acts as liaison to pharmaceutical representatives, sets up training sessions concerning new drugs and secures samples.
13. May serve as a consultant for nursing issues to staff.
14. Maintains clinic equipment.

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Clinic Nurse II/III - cont'd.

15. In the public health assignment, provides nursing services in specialized clinics, conducts epidemiological investigations of communicable diseases, makes home visits to clients with health risks, makes health care assessments, consults with physicians, counsels clients and their families concerning sensitive health care issues, develops care plans, acts as a patient advocate.
16. May act in the triage role in general medical clinic which includes scheduling work, prioritizing cases, making complex referrals (Medi-Cal related outreach – 4), providing test results and problem-solving complex cases.
17. Attends meetings and in-service training programs.
18. Maintains automated and manual record keeping systems.
19. Inputs, accesses and analyzes data using a computer terminal.
20. Prepares reports, charts, records and other required documentation.
21. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. (4)
22. Coordinating Medi-Cal covered health services for a client. (6)
23. Assists individuals and families with aspects of the Medi-Cal application process. (8)
24. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
25. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
26. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 16, 17, 18)

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Clinic Nurse II/III - cont'd.

27. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 16, 17, 18)

28. Attends training related to the performance of MAA. (20)

* This position is not in the clinic budget and costs are not included in a billable rate.

Employee Signature (please sign in blue ink)

Date

Health Services Manager

1. Plans, directs, reviews and coordinates the countywide AIDS Case Management program.
2. Hires, supervises, trains and evaluates program staff.
3. Prepares and manages program budget.
4. Keeps abreast of legislation and issues impacting program.
5. Coordinates case management protocols and activities. (Medi-Cal related case coordination – 6)
6. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to clients and families. (15, 17)
7. Develops strategies to increase health and Medi-Cal system capacity and close service gaps. (15, 17))
8. Develops proposals for health and Medi-Cal program expansion and enhancement. (15, 17)
9. Collaborates with case managers to discuss individual client's needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (including Medi-Cal eligibility and services). (4)
10. Works collaboratively with case managers other service agencies to ensure availability of transportation for clients in order to access Medi-Cal eligibility and services. (10)
11. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (Medi-Cal related planning – 15, 17)
12. Maintains records and prepares reports.
13. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. (4)

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Health Services Manager – cont'd.

14. Coordinating Medi-Cal covered health services for a client. (6)
15. Assists individuals and families with aspects of the Medi-Cal application process. (8)
16. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
17. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
18. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Public Health Nurse I/II/III

1. Coordinates and/or provides public health nursing services in specialized clinics such as VD, Immunization, Family Planning, Perinatal and Tuberculosis by assessing health care requirements, counseling, teaching and providing follow-up health and social services to clients and their families; may organize, coordinate and supervise specialized clinics; makes appropriate referrals to other County programs, community agencies and physicians (Medi-Cal related outreach – 4)); works within established agency protocols to provide therapeutic nursing care, administer medications and treatments, and to teach self care.
2. Participate in epidemiological studies by conducting community investigations to control diseases.
3. Makes home visits to a variety of high-risk clients and their families to provide public health nursing services.
4. Makes physical, psycho-social and health care needs assessments, arranges for required medical (Medi-Cal related outreach, case coordination 4, 6) and social services, consults with clients physicians on matters pertaining to the clients health status and care (Medi-Cal related case coordination – 6) and counsels clients and families concerning AIDS, chronic illness, death, dying and bereavement, child abuse, and other sensitive issues.
5. Participates in defining community health needs. (Medi-Cal related planning – 15, 16, 17, 18)
6. Assess physical, psychosocial and health care needs for high-risk clients including frail elderly, disabled individuals, infants, children placed in foster care and others.
7. Develops care plans and monitors plans and ensures that follow-up services are provided and documented. (Medi-Cal related case coordination – 6)
8. Plans, directs and evaluates health related training and in-service education to foster care parents, senior care providers, social work staff, community groups, health care providers and related providers.
9. Acts as a client advocate to health care providers; coordinates, develops and implements various community and specialized health education programs to teach and inform in the following public health program areas - immunization, sexually transmitted diseases, maternal and child health, preventative measures, family planning, infant health, senior health, and foster care children's health.

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Public Health Nurse I/II/III – cont'd.

10. May serve as a consultant for public health nursing issues to social workers and other staff.
11. May be assigned to coordinate a specialized program or provide specialized nursing services to target populations.
12. May assist in grant or demonstration project preparation, implementation and evaluation.
13. May participate in preparation of procedure manuals, forms, instructional materials, surveys and questionnaires. (Medi-Cal related planning – 15, 16, 17, 18)
14. May authorize purchase of medical and other services and balance expenditures to meet program cost requirements.
15. Attends staff meetings, in-service training, team meetings, case conferences (Medi-Cal related case coordination – 6) and others.
16. Makes presentations to community groups; assists in developing and maintaining automated and manual recordkeeping systems.
17. Inputs, accesses and analyzes data using a computer terminal.
18. Prepares statistical and other reports, charts, records and other required documentation. (Medi-Cal related planning – 15, 16, 17, 18)
19. Plans, assigns, schedules, the day-to-day activities in a division of public health nursing.
20. Provides on-the-job training, information and instruction to subordinates.
21. Reviews and evaluates work completed by subordinate staff.
22. Coordinates activities with other services, outside agencies and the community. (Medi-Cal related case coordination, planning – 6, 15, 16, 17, 18)
23. Provides consultation for difficult and complex cases.
24. Evaluates and disciplines staff.

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Public Health Nurse I/II/III – cont'd.

25. Keeps the program manager informed of difficult or unusual problems.
26. May prepare and monitor grant funded or contract programs and services.
27. Assists in developing, coordinating and delivering in-service training programs.
28. Serves as an internal consultant or resource person.
29. Represents the agency at inter-disciplinary and inter-agency meetings. (Medi-Cal related planning – 15, 16, 17, 18)
30. May assume responsibility for division operations in the absence of the Public Health Program Manager.
31. Reviews charts to assure completeness, assess need for referral and education and for quality control.
32. Provides a wide variety of public health nursing services in homes, clinics and other community sites.
33. Serves as a case manager for medically high-risk clients. (Medi-Cal related case coordination – 6)
34. Coordinates specialized clinic activities; provides preventative nursing services.
35. May plan, coordinate, supervise and evaluate (Medi-Cal related planning – 15, 16, 17, 18) programs for special populations.
36. Assists in grant or demonstration project preparation, implementation and evaluation.
37. Assists in the preparation and/or prepares procedure manuals, forms, instructional materials, surveys and questionnaires.
38. Attends meetings, in-service training, and conferences.
39. Assists in developing and maintaining automated and manual record keeping systems.
40. May testify in court and serve as an expert witness.

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Public Health Nurse I/II/III – cont'd.

41. Inputs, accesses and analyzes data using a computer.
42. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal, and directs clients to application and eligibility staff for eligibility determination. (4)
43. Coordinating Medi-Cal covered health services for a client. (6)
44. Assists individuals and families with aspects of the Medi-Cal application process. (8)
45. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
46. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 16, 17, 18)
47. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 16, 17, 18)
48. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
49. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Senior Social Worker

1. Completes in-depth assessments of AIDS clients psychosocial functioning.
2. Coordinates with public health nursing who conducts a medical assessment, to develop a complete coordinated plan of care to maintain the individual in their home.
3. Conducts interviews with the client, available relatives and caretakers, and representatives from other agencies providing services to develop a comprehensive care plan. (Medi-Cal related case coordination – 6)
4. Gathers detailed information about client's ability to function in daily living activities, mobility, formal and informal supports and determines unmet service needs.
5. Develops, coordinates and implements a plan of care which includes a wide range of services such as home health services, transportation resources, IHSS, Public Guardianship, home health nursing. (Medi-Cal related case coordination – 6) companionship, and home repair services.
6. Monitors and supervises the care plan. (Medi-Cal related case coordination – 6)
7. If out-of home care is required, research the available residential care or skilled nursing facilities and arrange the placement. (Medi-Cal related outreach – 4)
8. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
9. Coordinating Medi-Cal covered health services for a client. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

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Senior Social Worker – cont'd.

12. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
13. Collaborates with agency and outside agency staff by engaging in program planning and policy activities to enhance and expand health services, including Medi-Cal services to meet the needs of clients and families. (15, 17)
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Date

Senior Mental Health Client Specialist

1. Interview clients and makes a psycho-social assessment and evaluation of problems.
2. Conducts individual, group and family psychotherapy using accepted diagnostic and assessment procedures.
3. Prepares case histories and diagnostic service plans. (Medi-Cal case coordination – 6)
4. Identifies special needs of clients and serves as coordinator to oversee the implementation of individual service plans in accordance with client's coordination plan. (Medi-Cal outreach, case coordination – 4, 6)
5. Participates in case conferences and meetings of team members to review treatment/service plans. (Medi-Cal case coordination – 6)
6. Acts as a resource to other Agency staff members regarding service plans, client information (Medi-Cal case coordination – 6), diagnostic and assessment methods.
7. Participates in the training of internal or contract facility staff in therapeutic treatment techniques and psychiatric evaluation and serve as a resource in a specific discipline such as psycho-social rehabilitation, benefits advocacy, supported housing, vocational rehabilitation, children's services, older adults and services to those incarcerated or institutionalized.
8. Works with other agencies to educate them in various aspects of mental illness to participate in the collaborative care of shared clients to identify, promote and develop needed health care services. (Medi-Cal related case coordination, planning – 6, 15, 16,17, 18)
9. Initiates and maintains a variety of records, reports, case notes, correspondence, forms, etc. for assigned client case load.
10. Participates in and/or lead staff conferences/ workshops in client evaluation and plan development. (Medi-Cal case coordination – 6)
11. Participates in planning for and evaluating new and/or improved mental health and Medi-Cal services in relation to Agency needs and priorities. (15, 16, 17, 18)
12. May supervise, oversee and instruct student interns participating in an approved program, assigning, coordinating and reviewing their work.

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Senior Mental Health Client Specialist - cont'd.

13. May act as a case management or assessment team leader. (Medi-Cal related case coordination – 6)
14. Develops and implement appropriate plans for assigned clients. (Medi-Cal related case coordination – 6)
15. Plans, coordinates and participates in special programs/projects as assigned.
16. Inputs and access data using a computer.
17. Those possessing appropriate licensure may occasionally be asked to administer injections.
18. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
19. Coordinates Medi-Cal covered health services for a client. (6)
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Typist Clerk III

1. Types correspondence and other material requiring the application of subject matter knowledge and judgment in the selection of data or interpretation of rules and policies.
2. Types letters, reports, case histories, statistical data and other finished copy from rough drafts, margin notes, general instructions or machine transcription, corrects grammar, punctuation and spelling and proofreads copy.
3. Operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence.
4. Types invoices, requisitions, data input documents and other material from copy, draft or notes; relieves technical staff or administrator of office details and more routine administrative details, including screening correspondence and calls, initiating replies to more routine correspondence, providing information with explanation of procedures and rules, maintaining and giving out information on complex records, and assembling information from files, resource documents and other departments which requires knowledge of County operations and departmental policies, rules and regulations.
5. Provides information to the public, employees and other departments where judgment and explanation of departmental functions, procedures, policies and rules is required.
6. Refers persons to appropriate department or personnel for assistance; acts as the final check or expert on records or procedures for employees, departments or the general public.
7. Reviews reports, applications and records for accuracy, completion and compliance with applicable rules, regulations, procedures and precedents.
8. Posts a variety of information to control records where selection is based on use and purpose of media and applicable rules and regulations.
9. Sets up and maintains complex filing systems, compiles a variety of narrative and statistical reports, locating sources of information and devising forms to post and summarize data.
10. Operates standard office equipment, such as photocopy machine, adding machine, microfilm reader and microfiche reader.

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Typist Clerk III – cont'd.

11. May provide initial orientation and training to new employees.
12. May be assigned to review the work of other employees.
13. May provide technical direction to subordinates.
14. May provide vacation and other temporary relief for supervisors or for other classes as required.
15. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
16. Coordinating Medi-Cal covered health services for a client. (6)
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